



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

REVISED

March 10, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-62

Delivered via Campus Email

To: All Employees

From: Mary Lee Hodge
Vice President for Business Affairs

RE: REMINDER: March 18, 2009 - Document Retention Compliance

This is a reminder to *VPBA Memo FY 09-22* that **Wednesday, March 18, 2009** has been designated for *Document Retention Compliance*. Each employee can dedicate this time to removing old and out-of-date paper and electronic files from email folders, archives, hard disks, cabinets, desks, and other storage media. It is critical that everyone retain accreditation documents that support participatory decision making, achievement of outcomes, and other requirements and comprehensive standards. Further, please note that disposal logs must be signed prior to destruction by our Records Retention Compliance Officer, Ms. Tasmina Quddus and that by year end all department heads will need to certify that their department is in compliance.

Processing/reports with deadlines or activities that cannot be changed should proceed as planned. However, we ask that employees' time be left as free as possible so each can maximize their clean up effort.

Normal office operations will resume the following business day. If you have any questions regarding this matter, you may contact me via email at mlhodge@pvamu.edu or 936-261-2150. Please contact Ms. Quddus at 936-261-2154 with additional inquiries concerning records retention. Thank you in advance for your understanding of our need to have this dedicated time and for assisting the University in its compliance efforts.

MLH/pgs

xc: Dr. George C. Wright