



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 28, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-72

Distributed via Campus Email

TO: Vice Presidents, Deans, Directors and Department Heads

FROM: Mary Lee Hodge  
Vice President for Business Affairs

RE: Certification of Departmental Compliance on Records Management

The Office of the Chancellor has instituted an annual fiscal year certification statement to heighten awareness and strengthen compliance in the area of Records Management. Prairie View A&M University is required to certify its compliance with the State and System regulation on Records Management.

Attached is the certification letter along with the System Regulation and the draft Prairie View A&M University Rule on Records Management. Please review the attached documents and take necessary steps to bring your department in compliance with the certification requirements for both paper and electronic records. Also, please be aware that the Office of Compliance will soon be conducting audits on Departmental compliance with Records Management regulations.

The certification letter is due to the Office of Business Affairs by August 1, 2009. Below is the remaining FY09 Records Management training Schedule. Please take advantage of the trainings as well as the information available on the Prairie View A&M University's website on records management (<http://www.pvamu.edu/pages/2269.asp>).

Training	Date	Time	Location
Records Management	May 20, 2009	10:00 am – 11:30 am	Harrington Science Bldg. Room 101
Records Management	June 10, 2009	10:00 am – 11:30 am	Harrington Science Bldg. Room 101
Records Management	July 7, 2009	10:00 am – 11:30 am	Harrington Science Bldg. Room 101
Records Management	August 12, 2009	10:00 am – 11:30 am	Harrington Science Bldg. Room 101

We appreciate your efforts to enhance the University's compliance with state and system regulations. If you have any questions, please contact Tasmia A. Quddus at [taquddus@pvamu.edu](mailto:taquddus@pvamu.edu).

xc: Dr. George C. Wright, President

MLH: taq

Enclosure