



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 10, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-59  
Delivered via Campus Email

TO: All Employees

FROM: Mary Lee Hodge  
Senior Vice President for Business Affairs

RE: Document Retention Dates for Fiscal Year 2010

Prairie View A&M University strives to ensure that it is compliant with the Texas A&M University System Regulations regarding document retention rules. Document retention rules apply to all storage media, including paper and electronic documents. In order for employees to have time to clean-out paper and electronic files the following dates have been assigned as document retention days.

March 30, 2010  
May 24-25, 2010  
July 30, 2010

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. It is also recommended that you dress appropriately/comfortable for the purpose of moving storage files.

You should know that, by the end of this fiscal year, each department head will be required to certify that all documents, paper and electronic, meet our records retention schedule. The Records Retention schedule can be found at the following link: <http://www.pvamu.edu/pages/2272.asp>. Other information on records retention can be found on the Records Management website at <http://www.pvamu.edu/pages/2269.asp>.

Normal office operations will resume the following business day. If you have any questions regarding this reminder, you may contact me via email at [mlhodge@pvamu.edu](mailto:mlhodge@pvamu.edu) or 936-261-2150. Thank you in advance for your understanding of our need to have this dedicated time and for assisting the University in its compliance efforts.

xc: Dr. George C. Wright

MLH/alv