



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 19, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-78

Delivered via Campus Email

To: All Employees

From: Mary Lee Hodge  
Senior Vice President for Business Affairs

Re: May Document Retention Dates for Fiscal Year 2010

Prairie View A&M University strives to ensure that it is in compliance 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. This memorandum is to remind you that we have set aside **May 24-25, 2010** in order for employees to have time to clean out paper and electronic files. Normal office operations will resume the following business day.

During this time, we ask that employees' time be left as free as possible to maximize their clean-up effort. It is also recommended that you dress appropriately/comfortable for the purpose of moving storage files.

Thank you in advance for your understanding of our need to have this dedicated time to assist the University in its compliance efforts.

If you have any questions regarding this reminder, please let us know.

MLH/jn