



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 9, 2015

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY15-55

Delivered via Campus Email

To: Faculty and Staff

From: Corey S. Bradford *Corey*
Senior Vice President for Business Affairs

Re: Schedule for Disposal of Documents

For fiscal year 2015 document shredding services have been tentatively scheduled for the week of August 20, 2015. Document shredding services have been contracted through Secure on-Site Shredding, Inc. to provide opportunities for departments to remain compliant with TAMUS Retention and Disposition of Public Records Policy 61.99.01 and PVAMU Records Retention Scheduled (<http://www.pvamu.edu/pages/2272.asp>).

Requests for shredding services are to be communicated by submission of a purchase requisition to the Procurement Office no later than Wednesday, June 18, 2014. It is our intent to obtain an estimated cost for services, based upon the size and quantity of boxes. The estimated weight of documents in a large letter-size storage box (12" W x 24" D x 10" H) is 50 pounds, while the estimated weight of documents in a small letter-size storage box (12 ¼" W x 18 ½" D x 12" H) is 30 pounds. **All metal materials, plastic covers, binders, clips, etc. must be removed from documents.**

Prior to shredding, documents must be properly recorded and approved for disposal by the Records Retention Officer, Ms. Paula Sandles, no later than June 20, 2014. Please review the records management website at www.pvamu.edu/recordsmanagement/ for a refresher on the types of documents and the process. All relevant forms for records destruction are located at <http://www.pvamu.edu/forms/record-management-forms/>.

A notice will be provided for coordination of and locations for shredding after receipt of all departmental requests. The contracted vendor will provide at least one person to assist with lifting and transferring of documents from the building to the truck. Yet, each requesting department is required to designate at least one individual for primary transferances of documents and to witness the destruction of the documents.

For additional information regarding price estimation or supplies, you may contact Mr. Jim Nelms, Procurement Supervisor, at janelms@pvamu.edu or Ext. 1932. To request information regarding records retention requirements, you may contact Ms. Paula Sandles, Records Retention Officer, at pgsandles@pvamu.edu or Ext. 2152.

To make this a successful event, it is important for all departments requesting services to prepare and notify the appropriate persons, as early as possible, on or before August 10, 2014.

CSB: pgs