



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 30, 2015

Dr. Corey S. Bradford
Senior Vice President for Business Affairs
Prairie View A&M University
P.O. Box 519; MS 1300
Prairie View, TX 77446

Dear Dr. Bradford:

I have reviewed State Records retention requirements related to paper and electronically stored documents for the Department of Electrical and Computer Engineering, and I confirm, to the best of my knowledge and belief, that the Department of Electrical and Computer Engineering complies with applicable law, policy, regulations, rules and procedures for Fiscal Year 2015 (period ended August 31, 2015) as follows:

1. The Electrical and Computer Engineering Department has departmental procedures for the retention, disposition and security of state records.
2. The Electrical and Computer Engineering Department's departmental procedures includes processes for identification of state records that are eligible for destruction or other disposition, archival state records, vital state records, and electronic state records.
3. The Electrical and Computer Engineering Department disposes of state records that are eligible for destruction or other disposition and records the disposition in writing by completing the two records disposition forms.
4. The Electrical and Computer Engineering Department periodically surveys state records under its custody and provides the proposed changes to the Systems Records Retention Schedule to the University Records Officer.
5. All exceptions to full compliance are listed and detailed below and are accompanied by a date when full compliance will be achieved.


Signature

Pamela Obiomon
Interim Department Head

9/30/2015

Date

Prairie View A&M University
The Electrical and Computer Engineering Department
Records Retention Certification – Exceptions

Records Retention Certification Exceptions		Status	Full Compliance Target Date
1.	Compliance is asserted based on stipulations in Department Procedure ELEG 09-30-15	Procedure established and disseminated 08/24/2015	Completed. 
2.			
3.			
4.			
5.			

Prairie View A&M University
The Electrical and Computer Engineering Department
Records Retention Certification – Exceptions

Prairie View A&M University
Roy G. Perry College of Engineering

DEPARTMENT PROCEDURE

ELEG 09-30-15
Records Management and Retention Procedure
For the Department of Electrical and Computer Engineering

Procedure Statement

The Department of Electrical and Computer Engineering is committed to an active and ongoing records management program that meets the requirements of State of Texas laws, Texas A&M University System Policies, Prairie View A&M University rules, and the Roy G. Perry College of Engineering procedures for proper management of all official records in any storage medium.

Reason for Procedure

The Department recognizes the importance of an efficient and effective records management program that is compliant with relevant state laws and system regulations.

This procedure is required by University Rule 61.99.01.P1 Records Management (pending approval), which supplements System Regulation 61.99.01.

Procedure Actions and Responsibilities

Records management responsibilities and authority are set forth in the University Rule on Records Management, wherein

Department Head. The department head is responsible for identifying official records within the Department that should be included in the TAMUS Records Retention Schedule, maintaining such records in whatever media applicable, and ensuring proper disposition of such records in a timely manner. Further, the department head shall maintain a Disposition Log for the Department, keep a copy of all completed Destruction Forms, and provide copies of the Disposition Log and Destruction Forms to the University Records Officer.

Faculty. Each faculty member is responsible for maintaining faculty records, as identified by this Procedure, in whatever media applicable, and ensuring proper disposition of such records in a timely manner. Further, each faculty member shall prepare and submit Destruction Forms to the department head for approval prior to disposing of official records.

Staff. Each staff member is responsible for assisting the department head and faculty with recognizing, retaining, and maintaining official records, as identified by this Procedure, in whatever media applicable, and assisting with proper disposition of such records in a timely manner.

Records. This Procedure applies to official state records only. Other records are not affected by this Procedure. The definition of a record is established by the department head, as required by the University Rule on Records Management, based on available guidance, and is subject to change by revision of this Procedure by the department head.

This Procedure establishes two categories of records: administrative records and faculty records.

Prairie View A&M University
The Electrical and Computer Engineering Department
Records Retention Certification – Exceptions

Each category is characterized by the examples that follow.

Administrative Records. Official records under the direct responsibility of the department head and administrative staff are described by the examples below.

1. Official memoranda (eg. letters of appointment to rank or position, commendation, reprimand, offer of employment, or termination) to any employee of the department.
2. Performance evaluations for any employee of the department.
3. Minutes of meetings such as faculty and/or staff meetings, advisory board meetings, or other meeting where decisions are made impacting budget, curriculum, or staffing.
4. Complaints and appeals, where submitted in writing, citing law, system policy, University rule or College or Department procedure.

Faculty Records. Official records under the direct responsibility of the faculty are described by the examples below.

1. Academic Advisement and Approval form, such as registration and add/drop forms that are completed and processed in the Department.
2. Gradebooks, consisting of a summary of academic performance by student in a course, with detail of student performance by assignment.
3. Student work not returned to the student, such as is kept for assessment and portfolio binders.
4. Minutes of meetings such as faculty and/or staff meetings, advisory board meetings, or other meeting where decisions are made impacting budget, curriculum, or staffing.
5. Project reports submitted to sponsor or funding agency.

Storage Location. All records are to be maintained in the responsible person's office.

Retention Period. All records are to be retained according to the schedule set forth by the University Rule on Records Management. This period applies to all records obtained from the date this Procedure is established forward and to any records already existing in possession of the responsible person.