Prairie View A&M University
RECORDS DESTRUCTION FORM

This form is required only for the destruction of the record copy of state records. All other copies of a record are convenience copies and can be destroyed without submitting this form.

Department:		**Date:**	
Location:		**Phone Ext:**	

Department Certification: We certify that these records are past the retention period specified by the Texas A&M University System Records Retention Schedule, and that all audit and administrative requirements have been satisfied.
Note: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. *Tex. Gov't Code 441.187(b). Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the System Records Retention Schedule, whichever is later.*

Destruction Method:

Agency Item # - Description of Records – Retention Period	Date Range (From – To) MM/YYYY	Medium

Department Records Coordinator:		Date:	
Department Head:		Date:	
Destruction Witness:		Date of Destruction:	
University Records Manager:		Date:	