Welcome to the Prairie View A&M University Record Management Web Page!

Under the authority of Texas Government Code §441.180 and System regulation 61.99.01, Prairie View A&M University is responsible for maintaining an active and ongoing record management program which preserves and protects state records in an efficient and economical manner.

Any record, regardless of medium, created by an office or an employee using university resources in the normal course of university business is a state record and must be managed in accordance with state and system regulations.

Every department in the university must establish an effective record management program and adopt management techniques that are suitable for them. Departments are responsible for their own records retention, storage and timely disposal and must comply with the applicable state laws, system regulations and university procedures on record management.

Explore this webpage to learn more about Record Management.