



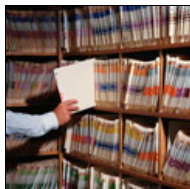
[Home](#) | [Calendar](#) | [Academic Affairs](#) | [Student Affairs](#) | [President's Office](#) | [Directory](#) | [JOBS](#) | [Giving to PVAMU](#)

Business Affairs

[Home](#) [Student Portal](#) [Panther Email](#) [Printable Version](#)

[Home](#) » [Business Affairs](#) » [Record Management Home Page](#)

Welcome to the Prairie View A&M University Records 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 on going 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.

- [Records Management](#)
- [State Records](#)
- [Records Retention Schedule](#)
- [Disposition of State Records](#)
- [Forms](#)
- [System Regulation 61.99.01](#)
- [Training](#)
- [Useful Websites](#)
- [Contact Information](#)

- ▶ [Our Mission](#)
- ▶ [Contact Information](#)
- ▶ [Organization Chart](#)
- ▶ [Staff Directory](#)
- ▶ [Forms Library](#)
- ▶ [Policy Library](#)
- ▶ [Reports Library](#)
- ▶ [Training Library](#)
- ▶ [Business Affairs Online Services](#)
- ▶ [Professional Development](#)
- ▶ [Business Affairs Calendar](#)
- ▶ [Office of VPBA Presentations](#)
- ▶ [Send us your comments](#)

Business Affairs Services

- [Contact Information](#)
- [Disposition of State Records](#)
- [Electronic Records clean up day](#)
- [Record Retention Schedule](#)
- [Records Management](#)
- [State Records](#)
- [Training](#)
- [Useful Websites](#)

Record Management

[Contact PVAMU](#) | [ADA Resources](#) | [Compact with Texans](#) | [Homeland Security](#) | [Legal Notices](#)
[Open Records](#) | [Privacy](#) | [Risk & Misconduct Hotline](#) | [TRAIL](#) | [State of Texas](#) | [Webmaster](#)

2003 PRAIRIE VIEW A&M UNIVERSITY - ALL RIGHTS RESERVED
 P.O. Box 519 - Prairie View, Texas - 77446-0519
 FM 1098 Rd & University Dr, Prairie View, TX 77446
 University Operator: (936) 261-3311
 Best viewed with Netscape 6 or Internet Explorer 6