



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 23, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM NO. FY 08-47

Delivered via Campus Email

To: President, Vice Presidents, Deans, Directors and Department Heads

From: Mary Lee Hodge
Vice President for Business Affairs

RE: New Record Retention Schedule and Record Management Web Page

A new website (<http://www.pvamu.edu/pages/2269.asp>) has been set up to make it easy for you to meet your responsibilities relating to record management. This website contains system policies, forms necessary for disposition of records, the records retention schedule, and other useful information to help you save time and avoid legal challenges or financial loss.

Good records management ensures that Prairie View A&M University adheres to its legal, professional and ethical responsibilities. It improves efficiency by reducing retrieval time and by providing control over creation, storage and final disposition of records. University costs are reduced as resources are not wasted on retaining unnecessary records. Through timely disposal of expired records, the vulnerability to legal challenge or financial loss is reduced. Finally, good records management ensures that historically significant records are preserved for the archives.

It is the responsibility of each Department Head to ensure that effective record management is implemented in his/her department so that the department is in compliance with TAMUS Regulation 66.01.99 and Texas Government Code §441.183. We have scheduled several training sessions to help familiarize you with the Record Management requirements. Each training session accommodates twenty people. To register for the training, please e-mail Tasmina Quddus at taquddus@pvamu.edu and list the name(s) and job titles(s) of the participants along with the department name to reserve a seat.

Training	Date	Time	Location
Records Management	May 7, 2008	08:30 am – 10:00 am	Harrington Science Building, Room 101
Records Management	May 8, 2008	12:30 pm – 2:00 pm	Harrington Science Building, Room 101
Records Management	May 13, 2008	10:00 am – 11:30 am	Harrington Science Building, Room 101
Records Management	May 21, 2008	10:00 am – 11:30 am	Harrington Science Building, Room 101
Records Management	May 22, 2008	12:30 pm – 2:00 pm	Harrington Science Building, Room 101
Records Management	May 28, 2008	10:00 am – 11:30 am	Harrington Science Building, Room 101

During the months of June and July, the Vice President for Business Affairs will provide record destruction to departments that need to become retention compliant. Effective August 1, 2008, departments will be required to bear the costs so early adherence is recommended. We appreciate your efforts to enhance the University's compliance with federal, state, and system regulations. If you have any questions, please contact Tasmina A. Quddus via e-mail at taquddus@pvamu.edu or by telephone at 936-261-2154 for more information.