



TEXAS A&M
UNIVERSITY
KINGSVILLE

OFFICE OF THE PRESIDENT
MSC 101 • 700 UNIVERSITY BLVD.
KINGSVILLE, TEXAS 78363-8202
PHONE (361) 593-3207 • FAX (361) 593-3218

March 29, 2012

TO: Whom It May Concern:

FROM: Steven H. Tallant
President

RE: Texas A&M University-Kingsville Records Retention Schedule

Texas A&M University-Kingsville adopts the recertified Texas A&M University System Records Retention Schedule (recertification dated December 15, 2011) to be the Records Retention Schedule for A&M-Kingsville.

This action was effective upon the recertification of the Texas A&M System Record Retention Schedule by the Texas State Library and Archives Commission.

Questions concerning the schedule may be directed to George Weir, University Registrar, who serves as the Records Retention Officer for A&M-Kingsville.

SHT:mmg