

Texas A&M International University

Department # \_\_\_\_\_

AD # \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_



## **Records Retention Administrative Decision Request**

To avert undocumented administrative decisions which need to be traced at a later date, please cite below any statement, regulation, or professional opinion, why the retention period should be different than that stated on The Texas A&M University System, Uate/approved Records Retention Schedule0

The Office of Compliance y ill review this request. Please keep in mind that Records Management/The Office of Compliance may override this tequest.

Please fill out the records series title and agency item number as listed in the ewtgpv"Uate/approved VCO WU"records retention schedule dated March 1, 2001.

Record Series Title:

Agency Item #

Comments/Citation:

Department Head Signature:

Date:

**It is important to return this request to the Office of Compliance by this date:**

**cc: TAMKU Records Retention File**