

Arlen Strader

From: Vic Willson <v-willson@neo.tamu.edu>
Sent: Friday, May 25, 2012 2:24 PM
To: Arlen Strader
Subject: FW: Graduate Applications and Records Retention

[Arlen, I confirm the procedure detailed below. Victor Willson, Head and Professor](#)

From: Arlen Strader
Sent: Thursday, May 24, 2012 5:40 PM
To: Vic Willson forward neo; Kristie Stramaski
Cc: Becky Carr
Subject: Graduate Applications and Records Retention

Dr. Willson,

I just wanted to get an official confirmation of this for my records.

The paper copies of the EPSY graduate applications are the official records with respect to the Records Retention Schedule. The electronic versions of these documents that are kept by the college within the Data Portal are designated as "Convenience copies" which can be modified or removed as needed.

- Arlen

From: Kristie Stramaski
Sent: Thursday, May 24, 2012 3:41 PM
To: Arlen Strader

We keep a paper copy of the applications in the students file so there is a record of the original application.

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Thanks Kristie

Arlen Strader | IT Manager

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