



QUALITY RECORDS MATRIX

Record Year: 2022 (1st Quarter)

Updated as of: March 31, 2022

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-OOP-02	FM-OOP-01	Hold-Over Capacity	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
2.	PM-OOP-02	FM-OOP-01	Designation as Deputy Risk Manager	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
3.	PM-OOP-02	FM-OOP-01	ISO Quality Assurance Coordinator under the Office of the Vice President for Administration and Finance (OVPAF)	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
4.	PM-OOP-02	FM-OOP-01	VSU Equipment Calibration Committee	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
5.	PM-OOP-02	FM-OOP-01	Monitoring of Accomplishments	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
6.	PM-OOP-02	FM-OOP-01	Designation as Chief of University Services for Health, Emergency and Rescue	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
7.	PM-OOP-02	FM-OOP-01	Compliance Officer for Privacy (COP) of VSU-Main Campus	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
8.	PM-OOP-02	FM-OOP-01	Membership to the Safety and Health Committee and/or Special Investigation Committee	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
9.	PM-OOP-02	FM-OOP-01	Reconstitution of the Coronavirus Disease (COVID-19) VSU Taskforce	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
10.	PM-OOP-02	FM-OOP-01	Reconstitution of the University Crisis Management Committee	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
11.	PM-OOP-02	FM-OOP-01	Coronavirus Disease (COVID-19) VSU Task Force	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
12.	PM-OOP-02	FM-OOP-01	Sub-Committees of the University-wide Equipment Calibration Committee	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent