



QUALITY RECORDS MATRIX

Record Year: 2021 (4TH Quarter)

Updated as of December 31, 2021

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01 Issuance of Directives, Communication and Certificates	FM-OOP-01	Memo No. 737, series of 2021, re: Composition of the CY 2022-2024 VSU Research, Extension and Innovation Advisory Council (REIAC)	Archives Display Area	Office of the President	Permanent	Permanent
2	PM-HRM-01 Issuance of Directives, Communication and Certificates	FM-OOP-01	Memo No. 736, series of 2021, re: Recall of Leave	Archives Display Area	Office of the President	Permanent	Permanent
3	PM-HRM-01 Issuance of Directives, Communication and Certificates	FM-OOP-01	Memo No. 735, series of 2021, re: Recall of Leave	Archives Display Area	Office of the President	Permanent	Permanent
4	PM-HRM-01 Issuance of Directives, Communication and Certificates	FM-OOP-01	Memo No. 734, series of 2021, re: Recall of Leave	Archives Display Area	Office of the President	Permanent	Permanent
5	PM-HRM-01 Issuance of Directives, Communication and Certificates	FM-OOP-01	Memo No. 733, series of 2021, re: Recall of Leave	Archives Display Area	Office of the President	Permanent	Permanent
6	PM-HRM-01 Issuance of Directives,	FM-OOP-01	Memo No. 732, series of 2021, re: Recall of Leave	Archives Display Area	Office of the President	Permanent	Permanent