Welcome

Valarie Maxwell
Records Retention

Cindy Ashlock
What is Records Management?

Basically, records management is the systematic control of records from the time they are created until their final disposition.
Legally Speaking

MSU is required to adhere to State of Texas laws and regulations as well as *MSU Policies and Procedures #4.125* for the management of its state records. Texas Government Code 441.180 defines state records as any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of the state business or use of public resources. Each university department head is responsible for proper retention and disposition of their files.
Why Records Management?

• To comply with legal requirements.

• To destroy records that no longer have value to the university.

• To retain records of permanent or historical value.

• To improve protection of vital records.

• To provide security for records with confidential or sensitive information.

• To use office space for access to active records.

• To release equipment and reusable media for other productive uses.
# Records Retention Schedule

## State of Texas

### Records Retention Schedule

<table>
<thead>
<tr>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Code</td>
<td>Agency Name</td>
<td>Records Series Title</td>
<td>Records Item No</td>
<td>Retention Period</td>
<td>Archival</td>
<td>Remarks</td>
</tr>
<tr>
<td>735</td>
<td>Midwestern State University</td>
<td>Administrative Records</td>
<td>001</td>
<td>AC+7</td>
<td>AC+7</td>
<td>AC = Publication or release of final audit findings. The State Auditor’s Office retains any copies of its audits performed on Texas state agencies.</td>
</tr>
<tr>
<td>002</td>
<td>Audits: Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.</td>
<td>AC+8</td>
<td>AC+8</td>
<td>I</td>
<td>AC = September 1 of odd-numbered years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentations submitted to the Legislative Budget Board are archival.</td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Complaint Records: Complaints received by an agency and records pertaining to the resolution of the complaint.</td>
<td>AC+2</td>
<td>AC+2</td>
<td></td>
<td>AC = Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and subject to the minimum retention period of item number 1.1.048.</td>
<td></td>
</tr>
</tbody>
</table>

### Retention Codes (Field 7)

- AC – After Closed, Terminated, Completed, Expired, Settled
- CE – Calendar Year End
- LA – Life of Asset
- FE – Fiscal Year End
- MO – Months
- PM – Permanent
- US – Until Superseded

### Archival Codes (Field 8)

- I – Transfer to University Archives
- O – Review by University Archivist
Retention Schedule Table of Contents

Series Item No. 1.0.000 Administrative Records
1.1.000 General Administrative
1.2.000 Records Management
1.3.000 State Publications

Series Item No. 2.0.000 Electronic Data Processing Records
2.1.000 Automated Applications
2.2.000 Computer Operations and Technical Report

Series Item No. 3.0.000 Personnel Records
3.1.000 Employee
3.2.000 Payroll
3.3.000 Personnel Administration
3.4.000 Time and Leave

Series Item No. 4.0.000 Fiscal Records
4.1.000 Worksheets, Detail Information on Financial Event/Transaction
4.2.000 Documents of Original Entry
4.3.000 Journals or Registers
4.4.000 Ledger
4.5.000 Reports
4.6.000 Documents Showing Compliance with System of Internal Control
4.7.000 Other

Series Item No. 5.0.000 Support Services Records
5.1.000 General
5.2.000 Facility Management
5.3.000 Purchasing
5.4.000 Risk Management
5.5.000 Telecommunications
5.6.000 Vehicles
## Retention Schedule Table of Contents

**Agency Records**
- Admission and Assessment: No. 243-246
  - Academic: No. 247-250
  - Grade and Course Credit: No. 251-260
  - Financial Aid Application and Awards: No. 261-269
- Financial Aid Disbursement and Repayment: No. 270-281
- Family Educational Rights and Privacy Act: No. 282-290
- Accreditation: No. 291-292
- Financial: No. 293
- Financial Aid Fund Accounting: No. 294-298
- Personnel: No. 299-303
- General Education Development Testing: No. 304-307
- Curriculum Development: No. 308
- Student Disciplinary Records: No. 209-310
- Enrollment Census: No. 311
- Parking Decal and Permit: No. 312
- Student Recruitment: No. 313
- Room Scheduling: No. 314
- Statistical: No. 315
- Athletics: No. 316-318
- Calendars, Academic: No. 319
- Career Management Center: No. 320-321
- Counseling: No. 322
- Copyright Information: No. 323
- Course Equivalencies: No. 324
- Endowment and Gift Income: No. 325
- Graduate and Teaching Assistant Contracts: No. 326
- Grants: No. 327-328
- Housing: No. 329-331
- ID Card Requests: No. 332
- Library: No. 333-337
- Pesticide Applications: No. 338
- Police: No. 339-365
- Residency Questionnaire: No. 366
- Students: No. 367
- International Studies Student Files: No. 367
- Dental Hygiene Clinic Patient Medical Files: No. 368
- Student Health Center Patient Medical Files: No. 369
Records Disposition Request

Send via E-Mail to: cindy.ashlock@mwsu.edu

TO: Cindy Ashlock
   Executive Assistant to the President and
   Records Management Officer
   397-6202

FROM:
   Name (Person completing request)
   Department
   Office Phone

DATE: ____________________

<table>
<thead>
<tr>
<th>Record Series Item No.</th>
<th>Agency Item No.</th>
<th>Record Series Title</th>
<th>Retention Time/Total</th>
<th>Dates of Records</th>
<th>RMO Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ I certify that these OFFICIAL RECORDS COPIES have met or are past the retention period specified by Midwestern State University’s Records Retention Schedule.

☐ I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claims, negotiation, audit, or open records and all administrative requirements have been satisfied.

<table>
<thead>
<tr>
<th>Required Approval</th>
<th>Departmental Destruction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Contact</td>
<td>Date</td>
</tr>
<tr>
<td>Department Head</td>
<td>Date</td>
</tr>
<tr>
<td>Records Management Officer</td>
<td>Date</td>
</tr>
</tbody>
</table>

RMO Approval #

Revised 03/2014
Record and Convenience Copies

Record copy is the original or official document that is kept on file and is subject to the requirements of the retention schedule. The record copy must be listed on the disposition log upon destruction or transfer to the University Archive.

Convenience copy is a document that is not the record copy and they do not need to be listed on the disposition log. Convenience copies may be destroyed at any time within the retention period but must not be kept longer than the record copy.

At no time should a convenience copy be kept longer than the record copy. If this happens, the convenience copy becomes the record copy and is subject to the requirements of the retention schedule.
You can have more…

Records management practices reduce legal liability, result in more efficient use of office space, more efficient use of employees’ time, and quicker response to public information requests.

More? Yes, you can have a larger office because less files will take up the space.
This is How We Do It
(cue Montell Jordon)

• Before a document is filed, place the Records Series Item # and retention period in the top right corner of the document. Having the date already on the document helps when reviewing files for their retention times.

• At least once a year go through your files and pull the documents that have reached their disposition date.

• Complete a Records Disposition Request for those documents that have reached their disposition date.

• Remember to obtain proper approvals before disposing of files.

• Dispose of the files as instructed on the disposition request.

• Email/fax a copy to Cindy Ashlock. Be sure to keep a copy for your records.
“Filing” Method

Ideas:

• Set up folders as you would a file cabinet. By year, subject, professor, department, etc.

• Develop a document naming system and stick with it. (example – author.recipient.subject.date)

• Dispose of paper document after scanning.

• Budgeting uses a stamp so others can scan and save documents:

  Budget Information
  FY _____
  Folder___________
  Name___________
Account Managers Group

Scanning Initiative
Purchasing’s Efforts
Scanning Initiative

Question:

How many sheets of copy paper are purchased each year by Midwestern State University?

Answer:

– >8,400,000 Sheets

• This does not take into consideration what the print shop buys, or what is being purchased via the procurement credit card.
Question:
How many dollars does MSU spend each year on toner and ink cartridges for our printers?

Answer:
- > $75,000 per year
  This does not include the copy machines located on campus. This cost is built into your lease cost of the copier.
Scanning Initiative

Scanning of current paperless transactions in Purchasing:

- Purchasing, Accounts Payable, Receiving, Purchase Orders, Change orders, Contracts, Miscellaneous—>80,000 copies per year - NOW SCANNED savings of ~$550 per year
- Scanning results in no copy charge
- Copy charges = about ~$0.0064 per copy
- 8.4 million copies would = a savings of >$50,000 per year
- If copier has no scanner, you can update your copier for about $4-5 per month increase
Scanning Initiative

Purchasing Pros

- Easy access to information
- Fewer file cabinets needed
- Easy to send info as emails
- Less copy charges
- Less paper needed
Scanning Initiative

Store data

✓ “I” Drive (has plenty of space)
✓ “F” Drive (personal departmental data)
✓ Both drives backed up every night by Information Tech.
Software Tips of the Month

Adobe (PDF)

- Print straight to Adobe
- Edit with Adobe Acrobat Pro 9
Department: Business Affairs and Finance

Month: September Year: 2014

Overtime Accrual Status: Exempt

The work week begins at 12:01am SUNDAY and ends at 12:00pm SATURDAY. Round to the nearest quarter hour.

<table>
<thead>
<tr>
<th>Day</th>
<th>Regular</th>
<th>Fed. Over Time</th>
<th>State Over Time</th>
<th>Holidays</th>
<th>Sick Leave</th>
<th>Sick Leave Pool</th>
<th>Vacation</th>
<th>Closed</th>
<th>Birthday</th>
<th>Funeral</th>
<th>Jury Duty</th>
<th>Wellness</th>
<th>Other</th>
<th>Compensatory Time Used</th>
<th>Docked Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 01</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 02</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 03</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 04</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 05</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 08</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 09</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 10</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 11</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 12</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Midwestern State University

## Employee's Time Sheet and Leave Record

**Name:** Debbie Vaughn  
**CWID:** M20000000

**Department:** Business Affairs and Finance  
**Month:** September  
**Year:** 2014

**Overtime Accrual Status:** Exempt

---

*The work week begins at 12:01am SUNDAY and ends at 12:00pm SATURDAY. Round to the nearest quarter hour.*

<table>
<thead>
<tr>
<th>Day</th>
<th>Mon 01</th>
<th>Tue 02</th>
<th>Wed 03</th>
<th>Thu 04</th>
<th>Fri 05</th>
<th>Sat 06</th>
<th>Sun 07</th>
<th>Mon 08</th>
<th>Tue 09</th>
<th>Wed 10</th>
<th>Thu 11</th>
<th>Fri 12</th>
<th>Sat 13</th>
<th>Sun 14</th>
<th>Mon 15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Duty Hours</strong></td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Exempt</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fed. Over Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Over Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Leaves Time Used</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birthday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funeral</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jury Duty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Compensatory Time Used</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LWOP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Docked Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fed. Over Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Over Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LWOP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For Presentation

Midwestern State University
Employee’s Time Sheet and Leave Record

Name: D. R. Vaughn
Department: Business Affairs and Finance
Month: September Year: 2014
Overtime Accrual Status: Exempt

The work week begins at 12:01am SUNDAY and ends at 12:00pm SATURDAY. Round to the nearest quarter hour.

<table>
<thead>
<tr>
<th>Day</th>
<th>Regular</th>
<th>Non-Exempt</th>
<th>Fed. Over Time</th>
<th>State Over Time</th>
<th>On-Duty Hours</th>
<th>Off Duty Hours</th>
<th>Compensatory Time Used</th>
<th>Docked Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Holidays</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sick</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sick Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pod</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 01</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 02</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 03</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 04</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 05</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 08</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 09</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 10</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 11</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 12</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Account Managers Group

Next meetings:

✓ April 24, 2014 – 10:00 AM
✓ May 29, 2014 – 10:00 AM
Account Managers Group

Open For Questions and Answers