

		STATE OF TEXAS Records Retention Schedule				<b>SLR 105</b> <i>Form SLR 105C must accompany this form.</i>	
2. Agency Code <b>715</b>		3. Agency Name <b>Prairie View A&amp;M University (A Part of The Texas A&amp;M University System)</b>					
		Page 1 of 92					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency   Storage   Total		8. Archival 9. Remarks	10. PVAMU Official Record Custodian	

		<u>ADMINISTRATION RECORDS</u> Section 1.1 - General						
<b>1.1.002</b>	01.100.10	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 audits	AC+7		AC+7		AC=Publication or release of final audit findings. The State Auditor’s Office retains any copies of its audits performed on Texas state agencies.	Director of Compliance
<b>1.1.004</b>	01.101.10	Legislative Appropriations Requests – Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years.  Records with archival value will be retained in the agency archives.	Vice President for Business Affairs
<b>1.1.006</b>	01.102.10	Complaint File – Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC+2		AC+2		AC=Final disposition of the complaint  CAUTION: if a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.	<b>Staff</b> = Assistant VP for Human Resources <b>Faculty &amp; Students</b> = Provost <b>Ethnic Point</b> = Vice President for Business Affairs <b>Department</b> = Applicable Department Head

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		Page 2 of 92					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency   Storage   Total			8. Archival 9. Remarks	10. PVAMU Official Record Custodian

<b>1.1.007</b>	01.103.10	Correspondence - Administrative – Incoming/outgoing and internal correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administration of policies, procedures and programs that govern them.	3		3	R	Should be considered for retention in archives.  CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.010	Applicable Department Head
<b>1.1.008</b>	01.104.10	Correspondence - General – Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency. (includes interoffice correspondence; excludes directories)	1		1		SEE comments to item number 1.1.007. SEE ALSO item number 1.1.010	Applicable Department Head

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency Storage Total		8. Archival 9. Remarks	10. PVAMU Official Record Custodian	

<b>1.1.010</b>	01.105.10	Directives (routine issuances on general office procedures)	US+1		US+1			Department Head
<b>1.1.011</b>	01.106.10	Executive Orders – Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US+3		US+3	A		Vice President for Business Affairs
<b>1.1.013</b>	01.107.10	Calendars, Appointments and Itinerary Records – Desk calendars, appointment books, and similar records, purchased with state funds those documents appointments, itineraries, and other activities of an agency official or employee.	CE+1		CE+1	R	CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to the retention period.	Respective Employee
<b>1.1.014</b>	01.108.10	Legal Opinions and Advice – from agency legal counsel or the Attorney General including request eliciting the opinions	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048	System Office of General Counsel
<b>1.1.019</b>	01.109.10	Public Relations Records – News or press releases issued by the agency. Includes print, electronic, audio, and audiovisual.	2		2	R		Vice President for Student Affairs and Institutional Relations

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2. Agency Code <b>715</b>		3. Agency Name <b>Prairie View A&amp;M University (A Part of The Texas A&amp;M University System)</b>				Page 4 of 92	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency Storage Total		8. Archival 9. Remarks	10. PVAMU Official Record Custodian	

<b>1.1.020</b>	01.110.10	Public Information Requests, Not Exempted – Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC+1		AC+1		AC=Date Request Fulfilled	Vice President for Business Affairs
<b>1.1.021</b>	01.111.10	Public Information Requests, Exempted – Includes all correspondence and documentation relating to requests for records that are exempt under Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		AC = Date of notification that records are exempt.	System Office of General Counsel
<b>1.1.023</b>	01.112.10	Organization Charts	US		US	A		Vice President for Business Affairs
<b>1.1.024</b>	01.113.10	Plans and Planning Records – Plans and records relating to the process of planning new or redefined programs, services or projects of an agency that are not included in or directly related to other records series in this schedule.	AC+3		AC+3	R	AC=Decision made to implement or not to implement result of planning process	Appropriate Vice President

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<b>1.1.026</b>	01.114.10	Texas Register Submissions – Copies of all proposed, withdrawn, emergency, and adopted rules; open meeting notices; or any other documents required by law to be submitted to the Texas Register.	AC+1		AC+1		AC=Date of publication in the Texas Register	System Office of General Counsel
<b>1.1.027</b>	01.115.10	Proposed Legislation – Drafts of proposed legislation and related correspondence.	AV		AV			System Office of Governmental Relations
<b>1.1.038</b>	01.116.10	Customer Surveys – Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency’s performance.	AC		AC		AC = Final disposition of summary report	Applicable Department Head
<b>1.1.040</b>	01.117.10	Speeches, Papers and Presentations - Notes or text of papers, presentations, or reports delivered in conjunction with agency work.	AC		AC	R	AC = End of term in office or service in a state position.	Respective Employee
<b>1.1.041</b>	01.118.10	Suggestion System – Suggestions submitted by agency personnel and responses.	1		1			Applicable Department Head

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2. Agency Code <b>715</b>		3. Agency Name <b>Prairie View A&amp;M University (A Part of The Texas A&amp;M University System)</b>						
		Page 6 of 92						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. PVAMU Official Record Custodian
			Agency	Storage	Total	9. Remarks		

<b>1.1.043</b>	01.119.10	Training Manuals – Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US+1		US+1			Applicable Department Head
<b>1.1.048</b>	01.120.10	Litigation Files – Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC+1		AC+1	R	AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.  Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	System Office of General Counsel

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2. Agency Code <b>715</b>		3. Agency Name <b>Prairie View A&amp;M University (A Part of The Texas A&amp;M University System)</b>				Page 7 of 92	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency Storage Total		8. Archival 9. Remarks	10. PVAMU Official Record Custodian	

<b>1.1.053</b>	01.121.10	Registration Logs – Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC		AC	AC = Report filed with the Texas Ethics Commission.	System Office of General Counsel
<b>1.1.055</b>	01.122.10	Strategic Plans Includes information resources and operational strategic plans prepared in accordance with Tex. Govt. Code, §§ 2054.095 and 2056.002.	AC+6		AC+6	A AC=September 1 of odd-numbered calendar years  Agency retains the permanent Record Copy and sends required copies to the Publications Depository Program, Texas State Library	Vice President for Business Affairs
<b>1.1.056</b>	01.123.10	ADA (American with Disabilities Act Documentation - Self evaluations and plans documenting compliance with Americans With Disabilities Act.	3		3	28 Code of Federal Regulations (CFR) 35.105 (c )	Director for Disability Services
<b>1.1.057</b>	01.124.10	Transitory Information Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's	AC		AC	AC=Purpose of record has been fulfilled.  CAUTION: Records management officers should use caution in	Respective Employee

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency   Storage   Total		8. Archival 9. Remarks	10. PVAMU Official Record Custodian

		<p>recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; internal meeting notices; routing slips; incoming letters; telephone messages; or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>				<p>assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction sign-offs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>	
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		Page		9		Of 92	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period Agency   Storage   Total		8. Archival 9. Remarks
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<b>1.1.058</b>	01.125.10	Meeting Agenda and Minutes – Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code Chapter 551.	PM		PM	A	Agency retains permanent copy.  CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency.	Board of Regents’ Office
<b>1.1.059</b>	01.126.10	Meetings, Certified Agendas or Tape Recordings of Closed – Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils	AC+2		AC+2		AC = The data of the meeting or completion of pending action involving the meeting, whichever is later.	Board of Regent’s Office
<b>1.1.060</b>	01.127.10	Meetings, Audio and Videotapes of Open Audio or videotapes of open meetings of state boards, commissions, committees, etc.	AC + 90 days		AC+ 90 days		AC = Official Approval of written minutes of the meeting by governing body of an agency  CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in	Board of Regents’ Office

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. PVAMU Official Record Custodian
			Agency	Storage	Total	9. Remarks		

							lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. See caution comment at item number 1.1.058.	
<b>1.10.061</b>	01.128.10	Meeting Notes – Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared	AC + 90 days		AC + 90 Days		AC = Approval of the formal minutes by the governing body.	Board of Regents' Office
<b>1.1.062</b>	01.129.10	Meetings Supporting Documentation – Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	2		2	A		Board of Regents' Office

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2. Agency Code <b>715</b>		3. Agency Name <b>Prairie View A&amp;M University (A Part of The Texas A&amp;M University System)</b>						Page 11 of 92
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency   Storage   Total			8. Archival 9. Remarks	10. PVAMU Official Record Custodian	

<b>1.1.063</b>	01.130.10	Staff Meeting Minutes/Notes – Minutes or notes, and supporting documentation taken at internal agency staff meetings.	1		1		Department Head or Committee Chair
<b>1.1.064</b>	01.131.10	Agency Performance Measure Documentation – Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency’s appropriations request or strategic plan, and for performance measures used to manage the agency.	FE+3		FE+3	CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	Director of Institutional Research
<b>1.1.065</b>	01.132.10	Reports and Studies (Non-Fiscal) - Raw Data – Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV		Applicable Department Head
<b>1.1.066</b>	01.133.10	Reports, Annual and Biennial Agency (Narrative) – Biennial narrative reports to the governor and legislature as required by an agency’s enabling statutes, including annual narrative reports if they are required by statute.	AC+6		AC+6	A AC=September 1 <sup>st</sup> of odd-numbered calendar years  Agency retains the Record Copy and sends required copies to the Publications Depository Program	Director of Institutional Research

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2. Agency Code <b>715</b>		3. Agency Name <b>Prairie View A&amp;M University (A Part of The Texas A&amp;M University System)</b>				Page 12 of 92	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency Storage Total		8. Archival 9. Remarks	10. PVAMU Official Record Custodian	

<b>1.1.067</b>	01.134.10	Reports and Studies (Non-fiscal) – Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency’s programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3		3	R		Applicable Department Head
<b>1.1.068</b>	01.135.10	Reports on Performance Measures - Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC+6		AC+6		AC=September 1 <sup>st</sup> of odd-numbered calendar years	Director of Institutional Research
<b>1.1.069</b>	01.136.10	Activity Reports - Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1		1			Applicable Department Head: Faculty Workload = Director of Institutional Research

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		Page 13		Of 92			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency   Storage   Total		8. Archival 9. Remarks	10. PVAMU Official Record Custodian	

<b>1.1.070</b>	01.137.10	Agency Rules, Policies, and Procedures – Final – Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency’s programs, services, or projects.	AC+3		AC+3	R	AC = Completion or termination of programs, rules, policies or procedures.  SEE ALSO: Agency Rules, Policies and Procedures – Working Files, item number 1.1.071	Vice President for Business Affairs
<b>1.1.071</b>	01.138.10	Agency Rules, Policies, and Procedures – Working Files – Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency’s programs, services, or projects.	AC+3		AC+3	R	AC = Completion or termination of programs, rules, policies or procedures. See also item number 1.1.070	Vice President for Business Affairs
<b>1.1.072</b>	01.139.10	Public Information Reports – Reports made to Texas Building and Procurement Commission on an agency’s Public Information Act activities.	2		2			Vice President for Business Affairs

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		Page 14 of 92					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. PVAMU Official Record Custodian
			Agency	Storage	Total	9. Remarks	

<b>1.1.073</b>	01.140.10	Administrative Hearings – Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC+3		AC+3	R	AC = Last action.	Hearing Chair
<b>1.1.074</b>	01.141.10	Sunset Review Report and Documentation	AC+3		AC+3	R	AC = After the subsequent Sunset Review	Not Applicable
<b>1.1.075</b>	01.142.10	Alternative Dispute Resolutions – Final Agreement – Final agreement described by Government Code §2009.054©, associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency’s behalf.	AC+4		AC+4		AC = Date of final agreement. Texas Civil Practice and Remedies Code, Chapter 154.071	Non-employee = Vice President for Business Affairs  Employee = AVP for Human Resources

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2. Agency Code <b>715</b>		3. Agency Name <b>Prairie View A&amp;M University (A Part of The Texas A&amp;M University System)</b>						Page 15 of 92
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. PVAMU Official Record Custodian
			Agency	Storage	Total	9. Remarks		

	01.143.10	Patents and Related Documents	AV		AV		Vice President for Business Affairs
	01.144.10	Organizational Memberships	AV		AV		Vice President for Business Affairs
	01.145.10	Gift and Donor Records	PM		PM		Vice President for Research & Development

Retention Code AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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