

		STATE OF TEXAS Records Retention Schedule					SLR 105 <i>Form SLR 105C must accompany this form.</i>		
2. Agency Code 715		3. Agency Name Prairie View A& M University (A Part of The Texas A&M University System)						Page 16 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		

		<u>ADMINISTRATION RECORDS</u> Section 1.2 - Records Management					
1.2.001	01.200.10	Destruction Authorizations – Agency level documents authorizing final disposition of records under a certified records retention schedule	FE+3		FE+3		Document Retention Officer
1.2.003	01.201.10	Forms History File – Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC+1		AC+1	AC=Discontinue use of forms	Appropriate Vice President and President
1.2.004	01.202.10	Forms Inventory – Any periodic listing of all forms used internally or externally by an agency.	US		US		Vice President for Business Affairs
1.2.005	01.203.10	Records Retention Schedule (Agency copy) – Includes documentation of certification and approval – forms SLR 105C and/or other forms designated by the State Records Administrator.	US		US	Original is retained permanently by SLRMD of Texas State Library. Record copy retained by Records Management Officer.	Document Retention Officer

Retention Codes 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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A –Retain in Archives R– Review by Archivist
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1.2.006	01.204.10	Records Transmittal Forms (Agency Copy) – Forms indicate records transferred to storage or a transfer of legal custody.	AC+2		AC+2	AC=Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records administrator.	Document Retention Officer
1.2.008	01.205.10	Request for Authority to Dispose of State Records.	FE+3		FE+3	Original is retained by the Records Retention Officer	Document Retention Officer
1.2.010	01.206.10	Records Disposition Logs.	10		10		Applicable Department Head
1.2.012	01.207.10	Records Inventory Worksheets.	US		US		Applicable Department Head
1.2.013	01.208.10	Records Control Locator Aids – Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC	AC = When control aid is updated, revised, or no longer needed.	Applicable Department Head
1.2.014	01.209.10	Records Management Plan.	US+1		US+1		Applicable Department Head

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1.2.015	01.210.10	Disaster Recovery Service Transmittals (RMD 109) – Also includes documentation for disaster recovery services provided by other entities.	FE+1		FE+1		See Also 5.4.013	Vice President for Business Affairs
1.2.016	01.211.10	Disaster Recovery Service Approval Form (RMD 113) – Agency Copy of Form	AC		AC		AC=Until superseded or termination of service.	Vice President for Business Affairs

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