

		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 19 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>ADMINISTRTION RECORDS</u> Section 1.3 - Publications					
<b>1.3.001</b>	01.300.10	State Publications - One copy of each state publication except a publication that is subject to a different retention period in this schedule.	AC+2		AC+2	AC=Until Superseded or obsolete.  CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.  For those publications meant to be distributed in a first published version without subsequent revision, the date decision is made within an agency to no longer make the publication available for	Director of Library

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A –Retain in Archives R– Review by Archivist
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						distribution.  For serial publications issued in successive parts bearing numerical or chronological designations (e.g., newsletters, annual statistical reports of regulated activities), from the date of release of the next part in the series.	
<b>1.3.002</b>	01.301.10	Publication Files – Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	R	Applicable of Department Head

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