

2. Agency Code <b>715</b>		STATE OF TEXAS Records Retention Schedule					<b>SLR 105</b> <i>Form SLR 105C must accompany this form.</i>	
		3. Agency Name <b>Prairie View A&amp;M University (A Part of The Texas A&amp;M University System)</b>					Page	21 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 1.4 - Academic Administration Records						
<b>01.4.001</b>	01.400.10	Accreditation Files.	PM		PM		May be archived after 10 years but must be maintained permanently.	Provost & Vice President for Academic Affairs
	01.401.10	Completed Class Tests and Examinations, Students' Course Papers.	AV+1		AV+1			Academic Department Head
	01.402.10	Course Syllabus/Outlines Files.	AV		AV			Academic Department Head
	01.403.10	Curriculum Files, Including Revisions, Central Administrative.	US+5		US+5		Review before disposal as some may merit permanent retention for historical reasons.	Dean and Provost
	01.404.10	Curriculum Files, including Revisions, Departmental.	US+5		US+5			Dean and Provost
	01.405.10	Instructor/Faculty Evaluations.	AC+1		AC+1		AC=Academic term	Dean and Provost
	01.406.10	Instructor Grade Books.	AC+1		AC+1		AC=Academic term	Academic Department Head

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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	01.407.10	Instructor Grade Sheets.	AC+1		AC+1		AC=Academic term	Academic Department Head
	01.409.10	New Course Proposals File, Central Administrative	AV		AV			Academic Department Head
	01.410.10	New Course Proposals File, Departmental For Class Lists, see Section 6.2 For Grade Books, see Section 6.2 For Class Schedule (institutional), see Section 6.4	AV		AV			Academic Department Head

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