

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	23 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><u>ELECTRONIC DATA PROCESSING RECORDS</u></b> Section 2.1 - Automated Applications						
<b>2.1.001</b>	02.100.10	Processing Files - Machine-readable files used in the creation, utilization, and updating of master files,	AC		AC		AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.  Caution: Be certain before assigning the retention period of AC to automated processing files that the files do not fall under records series listed elsewhere.	Chief Information Officer (CIO)
<b>2.1.002</b>	02.101.10	Master Files – Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by	AC		AC		AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when	Chief Information Officer (CIO)

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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		applications or computer programs.				errors are detected or when hardware or software changes occur.  Caution: Be certain before assigning the retention period of AC to automated processing files that the files do not fall under records series listed elsewhere.	
<b>2.1.007</b>	02.102.10	Software Programs – Automated software applications and operating system files including job control language, program listing/source code, etc.	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment, or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94.  CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	Chief Information Officer (CIO) or Department Head if software is not part of university-wide program
<b>2.1.008</b>	02.103.10	Hardware Documentation – Records documenting operational and maintenance requirements of computer	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there	Applicable Department Head

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		hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.				are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94.  <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.	
<b>2.1.009</b>	02.104.10	Technical Documentation – Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94.  <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.	Chief Information Officer (CIO)

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		programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.						
<b>2.1.010</b>	02.10\5.10	Audit Trail Records - Files needed for electronic data audits such as those showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC		AC		AC=All audit requirements have been met	Chief Information Officer (CIO)
<b>2.1.011</b>	02.106.10	Finding Aids, Indexes and Tracking Systems- Automated indexes, lists, registers and other finding aids used to provide access to records	AC		AC		AC=The related records have been destroyed. <b>CAUTION:</b> These records must carry the same retention period and archival code of the records they support.	Chief Information Officer (CIO)

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