

2. Agency Code 715		STATE OF TEXAS Records Retention Schedule				SLR 105 <i>Form SLR 105C must accompany this form.</i>		
		3. Agency Name Prairie View A&M University (A Part of The Texas A&M University System)				Page	27 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>ELECTRONIC DATA PROCESSING RECORDS</u> Section 2.2 - Computing Operations and Technical Support					
2.2.001	02.200.10	System Monitoring Records – Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV		AV		Chief Information Officer (CIO)
2.2.002	02.201.10	Chargeback Records to Data Processing Services Users – Records used to document, calculate costs, and bill program unites for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE+3		FE+3		System Chief Information Officer (CIO)
2.2.004	02.202.10	Computer Job Schedules and Reports – Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	3 MO		3 MO		Chief Information Officer (CIO)

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2.2.010	02.203.10	Data Processing Policies and Procedures – Manuals, guidelines or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US+3		US+3	CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See item number 2.1.009.	Chief Information Officer (CIO)
2.2.011	02.204.10	Batch Data Entry Control Records – Forms and logs used to reconcile batches submitted for procession against batches received and processed.	AC		AC	AC = When reconciliation confirmed.	Chief Information Officer (CIO)
2.2.012	02.205.10	Output Records for Computer Production (Mini and Mainframe) – Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV		AV		Chief Information Officer (CIO)

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2.2.013	02.206.10	Quality Assurance Records – Information verifying the quality of system, hardware or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC		AC	AC=No longer needed as an audit trail for any records modified	Chief Information Officer (CIO)
2.2.014	02.207.10	Internet Cookies – Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user’s computer so that the information might be available for later access by itself or other servers	AV		AV	The disposal of Internet cookies need not be documented through destruction authorizations (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).	Respective Employee

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2.2.015	02.208.10	History Files – Web Sites – A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generated a record of a usage of a state-owned computer.	AV		AV		The disposal of history files need not be documented through destruction authorizations (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).	Respective Employee
2.2.016	02.209.10	Software Registrations, Warranties and Licensee Agreements	LA+3		LA+3			Information Security Officer

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