

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	31	Of
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		<b><u>PERSONNEL RECORDS</u></b>						
		<b>Section 3.1 - Employee Records</b>						
<b>3.1.001</b>	03.100.10	Applications for Permanent Employment - Not Hired – Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment ad.	2		2		Includes Temporary Employment  29 CFR)1602.31 (State Agencies); 29 CFR 1602.49(a) (State Universities)	Assistant VP for Human Resources
<b>3.1.002</b>	03.101.10	Applications for Permanent Employment – Hired – Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment ad.	AC+5		AC+5		Includes Temporary Employment and Certificate of Age (minor workers)  AC=Termination of Employment	Assistant VP for Human Resources
<b>3.1.006</b>	03.102.10	Employee Counseling Records – Notes, memoranda, or reports relating to the counseling of an employee for work-	AC+3		AC+3		AC = Termination of Counseling  Period is AC+10 if counseling	Assistant VP for Human Resources

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		related, personal, or substance abuse problems.				provided by, and records kept by a license psychologist as required by TAC Title 22 Part 21 Chapter 465.22 d 2.	
<b>3.1.011</b>	03.103.10	Employee's Insurance File – Copies of information relating to the selection by employees of life, disability, health, and other types of insurance.	AC		AC	AC = Until superseded or termination of employment.  <b>CAUTION:</b> Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001	Assistant VP for Human Resources
<b>3.1.012</b>	03.104.10	Employment Opportunity Announcements – Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2	29 CFR 1602.31(a) (State Agencies) 29 CFR 1602.49(a) (State Universities)	Assistant VP for Human Resources
<b>3.1.013</b>	03.105.10	Employment Contracts	AC+4		AC+4	AC=Expiration or termination of the contract according to its terms.	Assistant VP for Human Resources

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<b>3.1.014</b>	03.106.10	Employment Selection Records Includes notes of interviews with candidates; audio and videotapes of job interviews; background, criminal history and previous injury checks; pre-employment physical examinations; polygraph examination results; and all other records that document the selection process. See 3.1.026 for security clearances on hired applicants.	2		2	29 CFR 1602.31(a) (State Agencies) 29 CFR 1602.49 (State Universities)  <b>CAUTION:</b> Does not include criminal history checks. See item number 3.1.026	Assistant VP for Human Resources
<b>3.1.018</b>	03.107.10	Grievance Records – Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC+2		AC+2	AC=Final decision on the grievance  <b>CAUTION:</b> Does not include formal complaints filed by an employee with the Equal Employment Opportunity Commission. See Item Number 1.1.048	Assistant VP for Human Resources
<b>3.1.019</b>	03.108.10	Performance Appraisals	2		2	29 CFR 1620.32(a) and (c)  Includes related documents such as goals, objectives, and career planning.	Staff = Assistant VP for Human Resources Faculty = Respective Academic Department

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<b>3.1.020</b>	03.109.10	Personnel Corrective Action Documentation (does not affect pay, status or tenure)	AC+5		AC+5	AC=Termination of Corrective Action  <b>CAUTION:</b> If, during the retention period of this record series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.	Assistant VP for Human Resources
<b>3.1.021</b>	03.110.10	Personnel Disciplinary Action Documentation (affects pay, status or tenure)	AC+5		AC+5	AC=Termination of Employment	Assistant VP for Human Resources
<b>3.1.022</b>	03.111.10	Personnel Information or Action Form – Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	2		2	Form 500 (EPA)  29 CFR 1602.31(a) (State Agencies) 29 CFR 1602.49(a) (State Universities)	FAMIS CIO

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<b>3.1.023</b>	03.112.10	Position/Job Descriptions – Job descriptions, including all associated task or skill statements, for positions in agency.	AC+4		AC+4	AC = Until superseded or job eliminated.  40 TAC 815.106(i)	Assistant VP for Human Resources
<b>3.1.024</b>	03.114.10	Physical Examinations/Medical Reports - medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC+2		AC+2	AC = Until superseded or termination of employment. <b>CAUTION:</b> Does not include pre-employment physical examinations. See item number 3.1.014	Assistant VP for Human Resources
<b>3.1.026</b>	03.115.10	Criminal History Checks – Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC	AC = The criminal history record has served the immediate purpose for which is obtained.  <b>CAUTION:</b> Agencies that are authorized to obtain criminal history record information from DPS must refer to its agency’s legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	Director of Public Safety
<b>3.1.027</b>	03.116.10	Training and Educational Achievement Records (Individual) – Certificates of completion, transcripts, test scores, or similar records documenting the	AC+5		AC+5	AC=Termination of Employment	Applicable Department Head

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		training, testing, or continuing education achievements of an employee.						
<b>3.1.029</b>	03.117.10	Documentation or Verification of Employment Eligibility Federal reporting form (INS I-9)	AC+1		AC+1	8 CFR 274a.2 (b)(2)(i)(A) and (c)(2)  AC=Termination of Employment CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever is later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.		Assistant VP for Human Resources
<b>3.1.031</b>	03.118.10	Employee Benefits - Other than Insurance – Agency copies of information relating to the selection of available benefit options other than insurance	AC+2		AC+2	AC = Until superseded or termination of employment. Caution: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		Assistant VP for Human Resources

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<b>3.1.034</b>	03.119.10	Resumes – Unsolicited – Retention period applies if replies are made to the sender of resume stating that it will be kept on file for future job openings.	AV		AV	See item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	Staff = AVP for Human Resources Faculty= Academic Department Head
<b>3.1.035</b>	03.120.10	Performance Bonds – Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. (Does not include construction and architectural surety bonds - See 5.2.028)	AC+4		AC+4	AC=Expiration or termination of the bond according to its terms  Caution: Does not include construction or architectural surety bonds. See item number 5.2.028.	Manager of Procurement and Contracts
<b>3.1.036</b>	03.121.10	Apprenticeship Records (Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	5		5	29 CFR 30.8(e)	Assistant VP for Human Resources

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<b>3.1.037</b>	03.122.10	Employee Recognition (awards, incentives, tenure, etc.)	AC + 5		AC + 5	AC=Termination of Employment	Tenure = Provost Other = Applicable Department Head
<b>3.1.038</b>	03.123.10	Public Access Option Form – form completed and signed by employee or official or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government code 552.024.	US		US	See item number 3.3.001	Faculty & Staff = HR Connect CIO Students = CIO
<b>3.1.039</b>	03.124.10	Ombudsman Records – Consultation records, notes, letters, memos, emails, reports and other documentation	AC		AC	AC = Final decision or matter closed. Caution: Does not include formal compliant filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee in subject to disciplinary action, the records that are subject to retention are the appropriate records series. SEE 1.1.048, 3.1.018, 3.1.020, and 3.1.021.	Assistant VP for Human Resources

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