

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		39	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>PERSONNEL RECORDS</u> Section 3.2 - Payroll						
3.2.001	03.200.10	Employee Deduction Authorization – Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+4		AC+4		AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner	Payroll Supervisor
3.2.002	03.201.10	Employee Earning Records	4		4		40 TAC 815.106(i)	Payroll Supervisor
3.2.003	03.202.10	Federal Tax Records (1099, W-2, and other tax records)	AC+4		AC+4		AC = Tax due date, date claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001-1(e)(2)	Financial Services: 1099 = Accounts Payable Manager W-2 = Payroll Supervisor
3.2.004	03.203.10	Income Adjustment Authorization – Used to make increases or decreases to employees’ gross pay, FICA, retirement, or in the computation of taxes.	2		2		29 CFR 516.6(c)	FAMIS, BPP, 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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
---	--	-----------------------------------	---	---

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	40 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	

3.2.005	03.204.10	W-4 Forms – Employer’s copy of “Employees’ Withholding Exemption Certificate.”	AC+4		AC+4	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e) (2)	Payroll Supervisor
3.2.006	03.205.10	Wage Rate Tables	2		2	29 CFR 516.6(a)(2)	Payroll Supervisor
3.2.007	03.206.10	Unemployment Compensation	AC+5		AC+5	AC = Settled	Payroll Supervisor
3.2.008	03.207.10	Direct Deposit Applications/Authorization	US		US		Payroll Supervisor

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
---	--	-----------------------------------	---	---

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	41	Of
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		

3.2.009	03.208.10	State Deferred Compensation Records	AC+5		AC+5	AC=All accounts with a vendor or vendors for the individual participant have been closed For instruction regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas	Payroll Supervisor
3.2.010	03.209.10	Human Resource Information System (HRIS) Reports and supporting documentation	AC+4		AC+4		Assistant VP for Human Resources

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
---	--	-----------------------------------	---	---