

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	42	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		

		<u>PERSONNEL RECORDS</u> Section 3.3 - Personnel Administration					
3.3.001	03.300.10	Affirmative Action Plans – for both regular employees and apprenticeship programs	5		5	29 CFR 30.8(e) For apprenticeship plans	Equal Opportunity Officer
3.3.004	03.301.10	Benefit Plans – Employee benefit plans such as pension, live, health, and disability insurance; deferred compensation; etc., including amendments.	US+1		US+1	29 CFR 1627.3(b)(2) Includes Group Insurance Records.	Assistant VP for Human Resources
3.3.010	03.302.10	Labor Statistics Report – Reports providing statistical information on labor force.	3		3		Assistant VP for Human Resources
3.3.011	03.303.10	Former Employee Verification Records Minimum information needed to verify employment includes name, SSN, exact dates of employment, last known address and most recent public access option form.	AC+75		AC+75	AC=Termination of Employment. See item number 3.1.038	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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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3.3.015	03.304.10	Positions/Job Classification Review File – Records relating to review and monitoring of job classifications within an agency.	US+3		US+3		Assistant VP for Human Resources
3.3.020	03.305.10	Work Schedules/Assignments – Work, duty, shift, crew, or case schedules, rosters, or assignments.	2		2		Applicable Department Head
3.3.022	03.306.10	Texas Workforce Commission (TWC) - Reports from TWC to the agency or its predecessor pertaining to employees.	3		3		Assistant VP for Human Resources
3.3.023	03.307.10	Reimbursable Activities, Requests and Authorizations in which to Engage – Request and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE+3		FE+3	Includes request for tuition assistance.	Applicable Department Head
3.3.024	03.308.10	Personnel Policies and Procedures – Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency	US+3		US+3		Vice President for Business Affairs

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3.3.025	03.309.20	Job Procedure Records – Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US+3		US+3		Assistant VP for Human Resources
3.3.026	03.310.10	Agency Staffing Reports – Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US+3		US+3		Assistant VP for Human Resources
3.3.027	03.311.10	Aptitudes & Skills Tests and Test Papers – Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US+2		US+2	29 CFR 1602.31(a) (State Agencies) 29 CFR 1602.49(a) (State Universities) Caution: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.	Applicable Department Head

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3.3.029	03.312.10	Aptitude and Skills Test (Validation Records)	AC+2		AC+2	AC = As long as the test is used by an agency 29 CFR 1602.31(a) (State Agencies) 29 CFR 1602.49(a) (State Universities)	Applicable Department Head
3.3.030	03.313.10	Training Administration Records	US+2		US+2	Caution: Does not include hazardous material training records. See item number 5.4.007.	Applicable Department Head
3.3.031	03.314.10	EEO Reports and Supporting Documentation – Includes documentation used to complete EEO reports	3		3	29 CFR 1602.32, 48 and 50	Equal Opportunity Officer
3.3.032	03.315.10	Equal Pay Records – Reports, studies, aggregated or summary data and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	3		3	29 CFR 1620.32	Equal Opportunity Officer

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