

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	48 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>FISCAL RECORDS</u></b> <b>Section 4.1 - Worksheets, Detail Information on Financial Event or Transaction</b>					
<b>4.1.001</b>	04.100.10	Accounts Payable Information	FE+3		FE+3		Assistant VP for Financial Services
<b>4.1.002</b>	04.101.10	Billing Detail	FE+3		FE+3	<b>CAUTION:</b> Does not include long distance telephone billing detail. See item numbers 5.5.001, 5.5.006, and 5.5.007.	Assistant VP for Financial Services
<b>4.1.003</b>	04.102.10	Cancelled Checks/Stubs/Warrants/Drafts	FE+3		FE+3		Assistant VP for Financial Services
<b>4.1.004</b>	04.103.10	Encumbrance Detail	FE+3		FE+3		IDO = Director of Budget & Reconciliations Scholarships = Director of Budget & Reconciliations Budgets = Director of Budget & Reconciliation Payroll = Assistant VP for Financial Services Travel = Assistant VP for Financial Services

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist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 <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	49 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		

							Accounts Payable = Assistant VP for Financial Services Procurement = Assistant VP for Financial Accounting, Reporting & Procurement
<b>4.1.005</b>	04.104.10	Inventory and Other Cost Files - Production, job labor quotes, pricing, specifications, etc.	FE+3		FE+3		Fixed Asset Coordinator
<b>4.1.006</b>	04.105.10	Investment Transaction Files	FE+3		FE+3		System Office of Treasurer
<b>4.1.007</b>	04.106.10	Transfers or Budget Revisions - Transfers or adjustment to budgets	FE+3		FE+3		Director of Budget & Reconciliations
<b>4.1.008</b>	04.107.10	Electronic Fund Transfers - Direct Deposit Registers	FE+3		FE+3		Assistant VP for Financial Services

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