

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	53
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>FISCAL RECORDS</u> Section 4.5 - Reports					
4.5.001	04.500.10	Worksheets for Preparing Fiscal Reports	FE+3		FE+3		Assistant VP for Financial Accounting, Reporting & Procurement
4.5.002	04.501.10	Internal Fiscal Management Reports – Includes monthly budget reports.	FE+3		FE+3		Assistant VP for Financial Accounting, Reporting & Procurement
4.5.003	04.502.10	Annual Financial Report (required by General Appropriations Act)	AC+6		AC+6	AC=September 1 ST of odd-numbered calendar years Agency retains Record Copy and sends required. number of copies to Publications Depository Program-TSL	Assistant VP for Financial Accounting, Reporting & Procurement
4.5.005	04.503.10	External Fiscal Reports - Special purpose – Federal financial reports, salary reports, etc. Includes HUB Reports.	FE+3		FE+3		Assistant VP for Financial Accounting, Reporting & Procurement
4.5.006	04.504.10	Annual Operating budget – Required by the General Appropriations Act	FE+3		FE+3		Director of Budget & Reconciliations

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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4.5.007	04.505.10	USAS Reports – Daily	AC		AC	AC = Receipt and reconciliation of monthly report.	Director of Budget & Reconciliations
4.5.008	04.506.10	USAS Reports – Monthly	AC		AC	AC = Receipt and reconciliation of annual report.	Director of Budget & Reconciliations
4.5.009	04.507.10	USAS Reports – Annual	FE+3		FE+3		Director of Budget & Reconciliations

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