

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	56 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>FISCAL RECORDS</u> Section 4.7 - Other Fiscal Records					
4.7.001	04.700.10	Accounting Policies and Procedures Manual	US+3		US+3		Fiscal Department Heads
4.7.002	04.701.10	Bank Statements	FE+3		FE+3		Director of Budget & Reconciliations
4.7.003	04.702.10	Returned Checks/Warrants/Drafts (Uncollectible)	AC+3		AC+3	AC=After deemed uncollectible	Assistant VP for Financial Services
4.7.004	04.703.10	Capital Asset Records	LA+3		LA+3		Fixed Asset Coordinator
4.7.005	04.704.10	Claim Files	AC+3		AC+3	AC = Resolution of Claim	Vice President for Business Affairs
4.7.006	04.705.10	Comptroller Statements	FE+3		FE+3		Director of Budget & Reconciliations
4.7.007	04.706.10	Detail Chart of Accounts - One for all accounts in use for a year.	FE+3		FE+3		Assistant VP for Financial Accounting, Reporting & Procurement

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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4.7.008	04.707.10	Federal Grant Information on File	AC+3		AC+3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Common Rule) CAUTION: Retention may vary depending on the specific federal funding agency. Agency must ensure that records are retained for the appropriate retention period.	Office of Sponsored Programs
4.7.009	04.708.10	Fixed Asset Sequential Number Log	US+3		US+3		Fixed Asset Coordinator
4.7.010	04.709.10	Long-Term Liability (bonds, etc.)	AC+3		AC+3	AC=Retirement of debt	System Office of the Treasurer
4.7.011	04.710.10	Texas Building and Procurement Commission (TBPC) Statements – Charge or bill statements received by agencies from the TBPC for services provided.	FE+3		FE+3		Not Applicable (N/A)
4.7.012	04.711.10	Signature Authorizations – Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US + FE+3		US + FE+3	Includes employee application for procurement/payment card, travel card or other similar methods of payment for goods and/or services.	Assistant VP for Financial Services

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