

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	58 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>SUPPORT SERVICES RECORDS</u></b> <b>Section 5.1 - General</b>						
<b>5.1.001</b>	05.500.10	Contracts and Leases – Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted and rejected bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. Includes research contracts and documents of original entry - federal contracts	AC+4		AC+4		AC=Expiration or termination of the instrument according to its terms. See item number 5.2.028 for building construction contracts and item number 5.1.017	Manager of Procurement & Contracts
<b>5.1.003</b>	05.501.10	Delivery Reports	2		2			Director of Auxiliary Support Services
<b>5.1.004</b>	05.502.10	Mailing and Telecommunications Listings – Any mailing address, telephone or fax number, or e-mail address records maintained by an	US		US			Director of Auxiliary Support Services

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		agency on its employees or on entities or persons it serves.						
<b>5.1.005</b>	05.503.10	Postage Records – Records and reports of postage expenses, including postage meter use	FE+3		FE+3		Includes express delivery and campus post offices.	Director of Auxiliary Support Services
<b>5.1.007</b>	05.504.10	Requisitions for In-House Copy/Inter-Agency/Printing Service – includes word processing and data processing	AV		AV			Applicable Department Head
<b>5.1.010</b>	05.505.10	Licenses & Permits for Non-vehicles – Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC+2		AC+2		AC = Expiration date of license or permit.	
<b>5.1.011</b>	05.506.10	Photocopier and Telefax Use Logs & Reports	AV		AV			Applicable Department Head
<b>5.1.012</b>	05.507.10	Charge Schedules/Price Lists Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US+3		US+3			Manager of Procurement & Contracts

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<b>5.1.013</b>	05.508.10	Insurance Policies – For vehicles, equipment, etc.	AC+4		AC+4		AC=Expiration or termination of the policy according to its terms	Vice President for Business Affairs
<b>5.1.014</b>	05.509.10	Office Procedures – Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US+1		US+1			Applicable Department Head
<b>5.1.015</b>	05.510.10	Correspondence Tracking Records - Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.	1		1			Applicable Department Head
<b>5.1.017</b>	05.511.10	Contract Log – List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE+3		FE+3			Manager of Procurement & Contracts

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