

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		61	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>SUPPORT SERVICES RECORDS</u> Section 5.2 - Facility Management Records						
5.2.001	05.200.10	Appraisals - Building or Property	AV		AV	R	Disclosure of Information would be "closed" until a contract is awarded and "open" after awarding of a contract	Fixed Asset Coordinator
5.2.002	05.201.10	Building Construction Project Files – Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC+10		AC+10	R	AC = Completion of project. See also item numbers 5.2.003 and 5.2.028.	Director of Facilities Planning
5.2.003	05.202.10	Building Plans & Specifications – Leased Includes architectural and engineering drawings, profiles and blueprints.	AC+2		AC+2	R	AC=Termination or cancellation of lease See also item numbers 5.2.002 and 5.2.028.	Director of Facilities Planning
5.2.003	05.203.20	Building Plans & Specifications - State-Owned Includes architectural and engineering drawings, profiles and blueprints.	LA		LA		See also item numbers 5.2.002 and 5.2.028	Director of Facilities Planning
5.2.004	05.204.10	Building Space Requests	1		1			Director of Space Management

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5.2.005	05.205.10	Calibration Records (Equipment or Instrument)	10		10		Director of Environmental Health & Safety
5.2.007	05.207.10	Damage Reports	FE+3		FE+3		Fixed Asset Coordinator Director of Public Safety (DPS)
5.2.008	05.208.10	Equipment History File; Equipment Service Agreements – Agreements or contracts with an equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repairs logbooks, etc.	LA+3		LA+3	Includes IT hardware/software maintenance records	Manager of Procurement & Contracts
5.2.009	05.209.10	Equipment Inventory Detail Report Form – Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE+3		FE+3		Fixed Asset Coordinator
5.2.010	05.210.10	Equipment Manuals	LA		LA		Applicable Department Head
5.2.011	05.211.10	Equipment Warranties	AC+1		AC+1	AC = Expiration of Warranty.	Applicable Department Head
5.2.012	05.212.10	Estimate Files (Supply & Repair Cost Estimates)	1		1		Applicable Department Head

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5.2.014	05.213.10	Inventory – Annual Physical	FE+3		FE+3			Fixed Asset Coordinator
5.2.015	05.214.10	Notice of Equipment Removed From Inventory	FE+3		FE+3			Fixed Asset Coordinator
5.2.016	05.215.10	Inventory System Update Listing – Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC		AC=until transfer of information onto annual listing	Fixed Asset Coordinator
5.2.017	05.216.10	Lost and Stolen Property Report	FE+3		FE+3			Director of Public Safety (DPS)
5.2.018	05.217.10	Quality Control Reports	2		2			
5.2.019	05.218.10	Service Orders – agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1			Manager of Building Maintenance
5.2.020	05.219.10	Supply Usage Records	FE+1		FE+1			Applicable Department Head
5.2.021	05.220.10	Surplus Property Sale	FE+3		FE+3			Warehouse Supervisor
5.2.022	05.221.10	Utility Reports	AV		AV		Includes Energy Management Reports	Director of Utilities

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5.2.023	05.222.10	Year-to-Date Activity (Inventory Listing) – Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE+3		FE+3			Fixed Asset Coordinator
5.2.024	05.223.10	Material Specifications	AC+2		AC+2		AC = Material is no longer in the agency.	
5.2.025	05.224.10	Equipment Descriptions and Specifications	AC+2		AC+2		AC = Equipment is no longer in the agency.	Manager of Procurement & Contracts
5.2.026	05.225.10	Facilities Reservation Logs	2		2		From date of event.	
5.2.027	05.226.10	Space Utilization Reports	AV		AV			Director of Space Management

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5.2.028	05.227.10	Building Construction Contract & Inspection Records – Building construction contracts, surety bonds, and inspection records	LA+10		LA+10	R	See also item numbers 5.2.002 and 5.2.003	Director of Facilities Planning
	05.229.10	Facilities Inventory	LA+2		LA+2			Fixed Asset Coordinator
	05.230.10	Real Property	LA+2		LA+2		Examples; deeds, permits, easements, closing documents, surveys, appraisals, mineral activities, maps, etc.	Fixed Asset Coordinator

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