

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	68 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 5.4 – Risk Management</b>						
<b>5.4.001</b>	05.400.10	Accident Reports and Associated Documentation – Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE+5		CE+5		Includes Workers Compensation Reports.  29 CFR 1904.6 - The Texas Department of Insurance's copy is retained an additional 50 years.	Director of Public Safety
<b>5.4</b>	05.401.20	Workers' Compensation Claim Files	AC		AC		AC=Death of Claimant. Files maintained by System Workers' Compensation Office.	TAMUS Risk Management
<b>5.4.002</b>	05.402.10	Evacuation Plans	US		US			Director of Environmental Health & Safety
<b>5.4.003</b>	05.403.10	Inspection Records – Fire, safety, and other inspection records of facilities and equipment.	AC+3		AC+3		AC=Inspection or date of the Correction of the Deficiency, if the Inspection Report Reveals a Deficiency.	Director of Environmental Health & Safety

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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						CAUTION: Does not include inspection reports of building construction. See item number 5.2.028.	
<b>5.4.004</b>	05.404.10	Fire Orders (issued by Fire Marshal to correct fire code deficiencies)	AC+3		AC+3	AC=Deficiency corrected	Director of Environmental Health & Safety
<b>5.4.007</b>	05.405.10	Hazardous Materials Training Records	5		5	Texas Health and Safety Code, §502.009(g)	Director of Environmental Health & Safety
<b>5.4.008</b>	05.406.10	Hazard Communication Plans	US+5		US+5	Texas Health and Safety Code, §502.009(g)	Director of Environmental Health & Safety
<b>5.4.009</b>	05.407.10	Workplace Chemical Lists	30		30	Texas Health and Safety Code, §502.009(d)	Director of Environmental Health & Safety
<b>5.4.010</b>	05.408.10	Material Safety Data Sheets	AC		AC	AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable	Director of Environmental Health & Safety
<b>5.4.011</b>	05.409.10	Visitor Control Registers Logs, registers, or similar records documenting visitors to limited access or restricted areas of facilities.	3		3		

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<b>5.4.012</b>	05.410.10	Security Access Records – Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instructions of access to agency facilities, equipment or automated systems.	AC+2		AC+2		AC=Until superseded, date of expiration, or date of termination, whichever sooner	
<b>5.4.013</b>	05.411.10	Disaster Preparedness and Recovery Plan	US		US			Director of Environmental Health & Safety

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