

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	75 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 5.7 - Campus Security, Traffic &amp; Parking</b>						
	05.700.10	Accident Reports File records relating to traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence and related documentation.	AC+2		AC+2		AC=Settled  If as a result of an accident, a person is arrested and charged with driving while intoxicated or with at least a second degree felony, the accident report shall be considered an offense investigation record and must be retained for the appropriate period see Agency Item # 05.711.10.	Director of Public Safety (DPS)
	05.701.10	Arrest File	3	7	10			Director of Public Safety (DPS)
	05.702.10	Building Security Reports/File	2		2			Director of Public Safety (DPS)
	05.703.10	Campus Security Reports	2		2		Not including Clery reports. See Agency Item # 05.706.10.	Director of Public Safety (DPS)

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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	05.704.10	Citations (Unpaid)	CE+6		CE+6		Transfer to Paid File upon payment	Director of Public Safety (DPS) Assistant VP for Auxiliary Enterprises
	05.705.20	Citations (Paid)	CE+6		CE+6			Director of Public Safety (DPS) Assistant VP for Auxiliary Enterprises
	05.706.10	Clery Annual Security Reports	CE+3		CE+3		20 U.S.C. § 1092(f); 34 C.F.R. § 668.24.	Director of Public Safety (DPS)
	05.706.20	Clery Crime Statistics Data	CE+6		CE+6		All supporting records used in compiling each Clery annual security report, including but not limited to, copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary action; timely warning reports; related correspondence and notices. See also Agency Item # 05.706.10.	Director of Public Safety (DPS)
	05.707.10	Parking Violation Reports	3	2	5			Assistant VP for Auxiliary Enterprises
	05.708.10	Police Call Sheets	2		2			Director of Public Safety (DPS)

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	05.709.10	Police Dispatcher Logs	2		2		Director of Public Safety (DPS)
	05.710.10	Police Incident Reports	CE+6		CE+6		Director of Public Safety (DPS)
	05.711.10	Police Offense Reports	AC	10	AC+10	AC=Closed	Director of Public Safety (DPS)
	05.712.10	Student Safety Records (traffic appeals, etc.)	AC	5	AC+5	AC=Settled	Assistant VP for Auxiliary Enterprises
	05.713.10	Temporary Vehicle Registration	1		1		Assistant VP for Auxiliary Enterprises
	05.714.10	Tow Records	3		3		Assistant VP for Auxiliary Enterprises

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	05.715.10	Vehicle Registration Files	2		2			Assistant VP for Auxiliary Enterprises
		For Lost and Stolen Property Report, see 5.2.017 For Parking Permits or Assignments, see 5.6.009 For Schedules (Duty Rosters), see 3.3.020 For Security Access Records, see 5.4.012						Director of Public Safety (DPS)

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