

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	79 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 5.8 – Real Estate</b>						
	05.800.10	Real Estate, Owned - purchase contracts, gift agreements, deeds, wills, codicils, estate inventories, probate records, minute orders (authorizing purchase, gift or sale of a portion of the asset), restrictions, judgments, title policy or opinions of title, closing documents, surveys, maps, plats, property descriptions and related correspondence.	AC+4		AC+4	R	AC=For so long as the real estate asset is owned.	TAMUS – Real Estate Office
	05.801.10	Real Estate, Conveyed - purchase contracts, gift agreements, deeds, wills, codicils, estate inventories, probate records, minute orders (authorizing purchase, gift or sale of a portion of the asset), restrictions, judgments, title policy or opinions of title, closing documents, surveys, maps, plats, property descriptions and related correspondence.	AC+4		AC+4		AC=Date of Conveyance	TAMUS – Real Estate Office

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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	05.802.10	Valuation and Condition Reports - appraisals, broker's opinions of value, tax assessments, property condition reports, inspection reports, geotechnical studies, archeological studies, environmental assessments, hydrology studies, ADA compliance reports, habitat and endangered species studies, and related correspondence.	AV		AV	No longer than 4 years from the date of acquisition and/or completion of construction.	TAMUS – Real Estate Office
	05.803.10	Land Management - commercial and agricultural leases, easements, permits, licenses, minute orders for leases and easements, lease assignments, accounting records, tax statement/payment/exemption records, and related correspondence.	AC+4		AC+4	AC=Expiration or Termination of the Instrument according to its terms.	TAMUS – Real Estate Office
	05.804.10	Mineral Management Records - oil and gas leases, proposed drilling program, general land office statements, production statements, royalty payment records, pooling agreements, mineral lease assignments, division orders, minute orders, seismic permit records, well logs, related correspondence, notice of auction, bid forms.	AC+5		AC+5	AC=Expiration or termination of the instrument according to its terms.	TAMUS – Real Estate Office

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