

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	81 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>STUDENT RECORDS</u> Section 6.1 - Admissions Data/Documents					
	06.100.10	Applicants Who Do Not Enter	AC+1		AC+1	AC=Application term Includes transcripts, acceptance letters, advanced placement records, applications for admission, correspondence, entrance examination reports, letters of recommendation, medical records, placement scores, readmission forms, test scores,	Assistant Director of Admissions
	06.100.20	Documents for Applicants Who Enter	AC+5		AC+5	AC=Graduation or date of last attendance Includes transcripts, acceptance letters, advanced placement records, applications for admission & readmission, correspondence, entrance examination reports,	Assistant Director of Admissions

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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		3. Agency Name Prairie View A&M University (A Part of The Texas A&M University System)				Page	82	Of
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						medical records, placement scores, residency classification forms, test scores)	
	06.101.10	Letters of Recommendation	AC		AC	AC=After student (applicants who enter) is admitted Waivers of rights of access filed with letters of recommendation should be retained as long as the file is retained.	Assistant Director of Admissions
	06.102.10	Recruitment Materials (applicants who enter)	AC		AC	AC=After enrollment of student	Assistant Director of Recruitment
	06.102.20	Recruitment Materials for Veterans	3		3	VA Regulations	Assistant Director of Admissions
	06.103.10	Scholarship Applications	AC+1		AC+1	AC=Closed	Coordinator of Financial Aid

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