

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	83
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>STUDENT RECORDS</u></b> <b>Section 6.2 - Registration and Records Data/Documents</b>						
	06.200.10	Miscellaneous Academic Records-	AC+3		AC+ 3		Three years after student graduates or leaves, microfilm records.	Registrar
	06.201.10	Academic Action Authorizations (dismissal, etc.)	AC+5		AC+5		AC=Graduation or date of last attendance	Registrar
	06.202.10	Advanced Placement Records	AC+5		AC+5		AC=Graduation or date of last attendance.	Registrar
	06.203.10	Applications for Graduation	AC+1		AC+1		AC=Graduation or date of last attendance	Registrar
	06.204.10	Duplicate Diploma Requests	AV+1		AV+1			Registrar
	06.205.10	Applications for Admission or Readmission (Accepted)	AC+5		AC+5		AC=Graduation or date of last attendance	Assistant Director of Admission
	06.206.10	Audit Authorizations	AC+1		AC+1		AC = Date submitted	Registrar

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	06.207.10	Changes of Course (add/drop)	AC+1		AC+1		AC=end of academic term	Registrar
	06.208.10	Change of Grade Forms (update documents)	AC+1		AC+1		AC=Date submitted.	Registrar
	06.209.10	Class Lists (original grade sheets)	AC+1		AC+1		AC=Closed	Registrar
	06.210.10	Class Schedules (students)	AC+1		AC+1		AC=Graduation or date of last attendance	Registrar
	06.211.10	Correspondence, Relevant to Students' Registration and Data Documents	AC+5		AC+5		AC=Graduation or date of last attendance	Registrar
	06.212.10	Course Inventory Data File	5		5			Associate Registrar
	06.213.10	Credit by Examination Forms	AC		AC		AC=end of term credit is awarded or denied plus 5 years	Registrar
	06.214.10	Credit/No Credit Approvals	AC+1		AC+1		AC=Date submitted	Not Applicable (N/A)
	06.215.10	Curriculum Change Authorizations	AC+5		AC+5		AC=Graduation or date of last attendance	Associate Registrar
	06.216.10	Degree Audit Records	AC+5		AC+5		AC=Graduation or date of last attendance	Assistant Registrar
	06.217.10	Degree Audit Request Forms	AV		AV			Not Applicable (N/A)

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	06.218.10	Disciplinary Action Documents – routine and advance disciplinary actions including dismissal, suspension, blocked from reenrollment, etc.	AC+5		AC+5		AC=Graduation or date of last attendance	Director of Student Services
	06.219.10	Fee Assessment Forms	AC+5		AC+5		AC=Graduation or date of last attendance	
	06.220.10	Financial Aid Audit Documents	AC+3		AC+3		AC=A minimum of three years after annual audit accepted by Department of Education	Assistant Provost for Financial Aid
	06.221.10	Foreign Student Forms (I-20, etc.)	AC+5		AC+5		AC=Graduation or date of last attendance	Immigration Service Associate
	06.222.10	Grade Reports (registrar’s copies)	AC+1		AC+1		AC=Distribution	Registrar
	06.223.20	Graduation Lists	PM		PM	A	Master microfilm copy stored in archives.	Assistant Registrar
	06.224.10	Graduation Authorizations	AC+5		AC+5		AC=Graduation or date of last attendance	Assistant Registrar
	06.225.10	Hold or Encumbrance Authorizations	AV		AV			
	06.226.10	Medical Records	AC+10		AC+10		AC=Date of last visit	Administrator Health & Counseling
	06.227.10	Name Change Authorizations	AC+5		AC+5		AC=Graduation or date of last attendance.	Registrar

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	06.228.10	Pass/Fail Requests	AC+1		AC+1	AC=Date submitted	Not Applicable (N/A)
	06.229.10	Personal Data Information Forms	AC+1		AC+1	AC=Graduation or date of last attendance	Not Applicable (N/A)
	06.230.10	Placement/Career Planning Records	AC+5		AC+5	AC=Graduation or date of last attendance	Director of Career Services
	06.231.10	Registration Forms	AC+1		AC+1	AC=Date submitted	Registrar
	06.232.10	Transcript Requests	AC+1		AC+1	AC=Date submitted	Registrar
	06.233.10	Transfer Credit Evaluations	AC+5		AC+5	AC=Graduation or date of last attendance	Articulation Transfer Coordinator
	06.234.10	Tuition and Fee Charges	AC+5		AC+5	AC=Graduation or date of last attendance	Assistant VP for Financial Services
	06.235.10	Withdrawal Authorizations	AC+5		AC+5	AC= date of last attendance	Registrar
	06.236.10	Correspondence/Extension Class Records	7		7		
	06.236.10	Incomplete Grade Contracts	AC		AC	AC=Settled	Applicable Academic Department

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