

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	87 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 6.3 – Certification Data/Documents					
	06.300.10	Class Rolls – Certification	FE+5		FE+5		Registrar
	06.302.10	Enrollment Verifications	AC+1		AC+1	AC=Verification	Registrar
	06.303.10	Financial Aid Program Records	AC+5		AC+5	AC=Graduation or date of last attendance or repayment of loan	Assistant Provost for Financial Aid
	06.304.10	Social Security Certifications	AC+1		AC+1	AC=Certification	Assistant Director for Admissions
	06.305.10	Teacher Certifications	AC+1		AC+1	AC=Certification	Director of Teacher Certification
	06.306.10	Veterans Administration Certification	AC+3		AC+3	AC=Graduation or date of last attendance	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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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