

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 90 of 92			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency   Storage   Total		8. Archival 9. Remarks	10. PVAMU Official Record Custodian	

		<b><u>STUDENT RECORDS</u></b> <b>Section 6.6 - Other Student-Related Records</b>						
	06.600.10	Student Counseling Records – Academic	AC+5		AC+5		AC=Completed	
	06.600.20	Student Counseling Records – Personal	AC+10		AC+10		AC=Date of last contact with client; if client is a minor, AC=age of majority	
	06.601.10	Alumni Records	PM		PM			Director of Alumni Affairs
	06.602.10	Library Holdings – card or automated catalogs, shelf lists, etc.	US		US		Holdings are not state records, but finding aids are.	Director of Library Services
	06.603.10	Student Activities and Organizations	US+1		US+1			Director of Student Activities
	06.604.10	Athletic Records	AV		AV		Athletic Department to use retention schedule based on NCAA Retention Requirements in addition to State and System Schedule	Director of Athletics
	06.605.10	Instructional Materials	US		US			Director of Center for Teaching Excellence

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
---	--	-----------------------------------	---	---