

2. Agency Code <b>715</b>		STATE OF TEXAS <b>Records Retention Schedule</b>				<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	81	Of
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		<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

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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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		<u>STUDENT RECORDS</u> Section 6.2 - Registration and Records Data/Documents						
	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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		<b><u>STUDENT RECORDS</u></b> <b>Section 6.3 – Certification Data/Documents</b>					
	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

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		<u><b>STUDENT RECORDS</b></u> <b>Section 6.4 - Publications, Statistics, Institutional Reports</b>					
	06.450.10	Catalogs	PM		PM		Associate Provost & Associate VP for Academic Affairs
	06.401.10	Commencement Program	PM		PM		Director of Library Services
	06.402.10	Degree Statistics	PM		PM		Registrar
	06.403.10	Enrollment Statistics	PM		PM		Registrar
	06.404.10	Grade Statistics	PM		PM		Director of Institutional Research
	06.405.10	Racial/Ethnic Statistics	PM		PM		Director of Institutional Research
	06.406.10	Schedule of Classes (institutional)	PM		PM		Registrar

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		<b><u>STUDENT RECORDS</u></b> <b>Section 6.5 - Family Educational Rights and Privacy Act Data/Documents</b>				
	06.500.10	Requests for Formal Hearings	AC		AC	AC=Terminate at same time as pertinent student record Director of Student Services
	06.501.10	Requests and Disclosures of Personally Identifiable Information	AC		AC	AC=Terminate at same time as pertinent student record Registrar
	06.502.10	Student Requests for Nondisclosure of Directory Information	AC+1		AC+1	AC=Date submitted Registrar
	06.503.10	Student Statements on Content of Records Regarding Hearing Panel Decisions	AC		AC	AC=Terminate at same time as pertinent student record Director of Student Services
	06.504.10	Student's Written Consent for Records Disclosure	AC		AC	AC=Until terminated by the student, or terminate at same time as pertinent student record Registrar
	06.505.10	Waivers for Rights of Access	AC		AC	AC=Until terminated by the student, or terminate at same time as pertinent student record Registrar
	06.506.10	Written Decisions of Hearing Panels	AC		AC	AC=Terminate at same time as pertinent student record Director of Student Services

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		<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.
	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
	06.605.10	Instructional Materials	US		US		Director of Center for Teaching Excellence

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