

		STATE OF TEXAS				SLR 105	
		Records Retention Schedule				<i>Form SLR 105C must accompany this form.</i>	
2. Agency Code 715		3. Agency Name Prairie View A&M University (A Part of The Texas A&M University System)				Page 71 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>SUPPORT SERVICES RECORDS</u>						
		Section 5.5 - Telecommunications						
5.5.001	05.500.10	Billing Detail - Telecommunication (Other Than TEX-AN) – In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		See item number 5.5.006 for TEX-AN billing detail.	Telecommunications Staff Accountant
5.5.002	05.501.10	Long Distance Telephone Log (includes Wire Transfers) – Long distance logs created by departments for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV		AV			Telecommunications Staff Accountant
5.5.003	05.502.10	Station Activity Reports – Internal listing of incoming/ outgoing telephone activity to individual telephone stations.	AV		AV			Telecommunications Staff Accountant

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist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	72	Of
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5.5.004	05.503.10	System Activity Reports – Internal listing of all incoming/outgoing agency telephone activity.	AV		AV		Telecommunications Staff Accountant
5.5.006	05.504.10	Billing Detail - Telecommunications (TEX-AN) Applies only to TEX-AN billing detail received by an agency from the GSC BEFORE June 1, 1994. Includes any accompanying detailed listing of long distance calls. See 5.5.001 for billing detail from carriers other than TEX-AN.	FE+3		FE+3	The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. See item number 5.5.001 for billing detail from carriers other than TEX-AN	Telecommunications Staff Accountant
5.5.007	05.505.10	Disputed Call Documentation – Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE+3		FE+3		Telecommunications Staff Accountant

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