STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
E – Exempt from archival review and transfer

1. Agency Code: 724			2. Agency Name: University of Texas El Paso								
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
ADV01	15.2.001	SUSPENSION REINSTATEMENT CHECKLIST.	A CHECKLIST GIVEN TO STUDENT OUTLINING DISCUSSION WITH STUDENTS ABOUT THEIR OPTIONS TO RETURN TO UTEP AFTER SERVING A TERM OF ACADEMIC SUSPENSION. TO INCLUDE: REVIEW OF THEIR HOLDS, STATUS OF MATH PLACEMENT/EXPIRATION, AND INSTRUCTIONS ON WHAT THEY NEED TO DO TO PETITION FOR REINSTATEMENT AND ENROLL FOR THE UPCOMING SEMESTER.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS. DOS	
ADV03	15.2.026	MOTIVATION DISCUSSION GUIDE FOR ADVISORS.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 18.2.005 FOR STUDENT ATHLETE REPORTING REQUREMENTS.	
ADV05	15.5.001	MISSED STRT/PR/SU CHECKLIST.	REPORTS ON STUDENT ACADEMIC STANDING. MAY INCLUDE BUT NOT LIMITED TO STRT, PR, OR SU.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		STRT=SUCCESS THROUGH ACADEMIC READINESS TODAY, PR=PROBATION, SU=SUSPENSION	
ADV07		MY ACTION PLAN FOR SUCCESS FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV09	15.2.026	STUDENT ADVISING FORM.	ACADEMIC ADVISING RECORDS. INCLUDING ADVISORS' NOTES, ADVISING CHECKLISTS, AND UNOFFICIAL OR PARTIAL COPIES OF GRADE REPORTS	AC	3			AC = STUDENT SEPARATION FROM THE DEPARTMENT OR INSTITUTION.		SEE RSIN 18.2.005 FOR STUDENT ATHLETE REPORTING REQUIREMENTS.	

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ADV11	15.4.003	AUTHORIZATION OF RECORDS & INFORMATION RELEASE.	RECORD OF EACH REQUEST FOR ACCESS TO AND EACH DISLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATIONAL RECORDS OF A STUDENT: DOCUMENTATION OF REQUESTS FROM AND DISCLOSURES TO ANY PARTY OTHER THAN THE STUDENT, AN OFFICIAL OF THE DISTRICT FOR WHAT THE DISTRICT HAS DETERMINED ARE LEGITIMATE EDUCATIONAL INTERESTS, A PARTY WITH OR WITHOUT WRITTEN CONSENT FROM THE STUDENT, OR A PARTY SEEKING DIRECTORY INFORMATION.	AC				AC=AS LONG AS DISCLOSED RECORD IS MAINTAINED.			34 CFR 99.32(a)(2).
ADV17		START CONTRACT 1ST SEMESTER FORM.	START=SUCCESS THROUGH ACADEMIC READINESS TODAY.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV19		START EXTENDED CONTRACT.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV21		OPTIONS FOR START INELIGIBLE STUDENTS FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV23		ADVISING ASSIGNMENT FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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ADV25	15.2.001	ACADEMIC PROBATION - PETITION FOR REINSTATEMENT FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 15.5.007 (DOS29) FOR DISCIPLINARY ACTION RECORDS.	
ADV27		COURSE GOALS WORKSHEET.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV29	15.2.001	ACADEMIC SUSPENSION - PETITION FOR REINSTATEMENT FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS	
ADV31		OPTION 2 FORM - APPROVAL.	A MEMO TO THE UTEP REGISTRAR'S OFFICE SHOWING APPROVAL FROM DIVISION HEAD OF A STUDENT'S REQUEST TO USE UTEP'S OPTION 2 POLICY.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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ADV33	15.4.003	FHAR (Foster Homeless Adopted Resources). AUTHORIZATION OF RECORDS AND INFORMATION RELEASE.	RECORD OF EACH REQUEST FOR ACCESS TO AND EACH DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATIONAL RECORDS OF A STUDENT: DOCUMENTATION OF REQUESTS FROM AND DISCLOSURES TO ANY PARTY OTHER THAN THE STUDENT, AN OFFICIAL OF THE DISTRICT FOR WHAT THE DISTRICT HAS DETERMINED ARE LEGITIMATE EDUCATIONAL INTERESTS, A PARTY WITH OR WITHOUT WRITTEN CONSENT FROM THE STUDENT, OR A PARTY SEEKING DIRECTORY INFORMATION.	AC	5			AC=AS LONG AS DISCLOSED RECORD IS MAINTAINED.			34 CFR 99.32(a)(2).
ADV35	15.2.001	SUSPENSION COMMITTEE REINSTATEMENT DECISION.	AUTHORIZATIONS FOR ACADEMIC ACTIONS, SUCH AS ACADEMIC PROBATION, SUSPENSIONS, DISMISSALS, REINSTATEMENTS, ETC.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS.	
ADV37	15.2.026	TEXAS SUCCESS INITIATIVE (TSI) - ADVISING PLAN.	THIS SERIES INCLUDES RECORDS OF ACADEMIC ADVISEMENT TO STUDENTS. SERIES MAY INCLUDE ADVISORS' NOTES, ADVISING CHECKLISTS, AND CONVENIENCE COPIES OF GRADE RECORDS MAINTAINED BY REGISTRARS.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ALL019	17.1.009	SYLLABUS - COURSE CONTENT.	USED TO ASSESS EQUIVALENCY OF TRANSFER COURSES.	AC	2			AC = END OF SEMESTER IN WHICH COURSE IS TAUGHT.			