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US – Until Superseded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	8. Retention Months	8. Retention Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
ALR01	13.2.005	DONOR FILES.	POTENTIAL OR REALIZED PRIVATE, CORPORATE, OR PUBLIC AGENCY FUNDING TO THE INSTITUTION, INCLUDING MAJOR ENFOWMENTS AND TRUSTS. MAY INCLUDE BUT NOT LIMITED TO: LETTERS AND AGREEMENTS OF GIFT, COPIES OF BEQUEST INSTRUMENTS AND WILLS FROM INDIVIDUALS OR ESTATES, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I		
ANE23	15.1.002	ADMISSIONS RECORDS - APPLICANTS WHO DO NOT ENTER.	DENIED APPLICATIONS OR APPLICATIONS THAT WERE APPROVED BUT APPLICANT DID NOT ENROLL IN INSTITUTION OR PROGRAM (INCLUDES INTERNATIONAL APPLICANTS). MAY INCLUDE BUT NOT LIMITED TO: ACCEPTANCE LETTERS; APPLICATIONS FOR ADMISSION; ENTRANCE EXAM REPORTS; LETTERS OF RECOMMENDATION; HEALTH HISTORY FORMS; READMISSION FORMS; RECRUITMENT MATERIALS; TEST SCORES; RESIDENCY CLASSIFICATION FORMS; TRANSCRIPTS FROM OTHER COLLEGES; AND TRANSCIPTS FROM HIGH SCHOOL.	AC	1			AC=END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS	

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US – Until Superseded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	8. Retention Months	8. Retention Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
ANE24	15.1.001	ADMISSION RECORDS - APPLICANTS WHO DO ENTER.	APPLICATIONS AND SUPPLEMENTAL MATERIALS SUBMITTED BY INDIVIDUALS, INCLUDING INTERNATIONAL STUDENTS, SEEKING ADMISSION AND ENROLLING IN THE INSTITUTION OR A UNIVERSITY PROGRAM. MAY INCLUDE BUT NOT LIMITED TO: ACCEPTANCE LETTERS; APPLICATIONS FOR ADMISSION; ENTRANCE EXAM REPORTS; LETTERS OF RECOMMENDATION; HEALTH HISTORY FORMS; READMISSION FORMS; RECRUITMENT MATERIALS; TEST SCORES; RESIDENCY CLASSIFICATION FORMS; TRANSCRIPTS FROM OTHER COLLEGES; AND TRANSCRIPTS FROM HIGH SCHOOL.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS	8 CFR 214.3(g).