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US – Until Superseded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)
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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
ATH01	18.2.005	STUDENT-ATHLETES ACADEMIC ADVISING RECORDS.	THIS SERIES DOCUMENTS ACADEMIC ADVISING OF PROSPECTIVE AND CURRENT STUDENT ATHLETES, PROVIDES RECORDS OF ACADEMIC PROGRESS WHILE STUDENTS ARE INVOLVED IN ATHLETIC PROGRAMS AT THE INSTITUTION, AND COMPLIES WITH NCAA, NAIA AND CONFERENCE REPORTING REQUIREMENTS. THESE RECORDS INCLUDE: LETTERS OF INTENT; RENEWALS OF LETTERS OF INTENT; TRANSCRIPTS; GRADE REPORTS; PETITIONS; ACADEMIC EVALUATIONS; ADVANCED STANDING REPORTS; ADVISORS' REPORT SHEETS SHOWING PROGRESS TOWARDS ACADEMIC DEGREE; PROGRAM PLANNING SHEETS; NCAA PROGRESS REPORTS; STUDENTS' REQUESTS FOR RELEASE FROM ATHLETIC PROGRAMS; DISCIPLINARY MEMORANDA; AND RELATED CORRESPONDENCE.	AC	6			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SUBJECT TO NCAA INVESTIGATIVE REVIEW. SEE RSIN 18.2.014 FOR INDIVIDUAL ATHLETE FILES	

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ATH03	18.2.005	ATHLETIC SCHOLARSHIP AND GRANT-IN-AID AWARD RECORDS - NCAA RECORDS.	THIS SERIES IS USED TO PROVIDE ATHLETIC DEPARTMENTS WITH INFORMATION PERTAINING TO PLAYER ELIGIBILITY AND RECEIPT OF FINANCIAL AID IN THE FORM OF SCHOLARSHIPS INCLUDING GRANT-IN- AID SCHOLARSHIPS, TO MONITOR ACCOUNTS, AND TO ASSIST IN COMPLYING WITH NCAA, AND CONFERENCE RULES AND REGULATIONS. THESE RECORDS INCLUDE: SQUAD LISTS WHICH FURNISH SUMMARY INFORMATION, CONFERENCE ELIGIBILITY REPORTS; TEAM ROSTER UPDATE SHEETS; SCHOLARSHIP COUNT SHEETS SHOWING WHO IS ON THE SCHEDULE TO RECEIVE AID; APPLICATIONS; NOMINEE LISTS; ELIGIBILITY UNUSED; CREDIT VOUCHER REQUESTS SHEETS NOTES; AND RELATED DOCUMENTATION AND CORRESPONDENCE.		6					SUBJECT TO NCAA COMPLIANCE. SEE RSIN 18.2.014 FOR INDIVIDUAL ATHLETE FILES	

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ATH06	18.2.005	CONFERENCE USA COMPLIANCE RECORDS.	THIS SERIES IS USED TO PROVIDE ATHLETIC DEPARTMENTS WITH INFORMATION PERTAINING TO PLAYER ELIGIBILITY AND RECEIPT OF FINANCIAL AID IN THE FORM OF SCHOLARSHIPS INCLUDING GRANT-IN- AID SCHOLARSHIPS, TO MONITOR ACCOUNTS, AND TO ASSIST IN COMPLYING WITH NCAA, AND CONFERENCE RULES AND REGULATIONS. THESE RECORDS INCLUDE: SQUAD LISTS WHICH FURNISH SUMMARY INFORMATION; CONFERENCE ELIGIBILITY REPORTS; TEAM ROSTER UPDATE SHEETS; SCHOLARSHIP COUNT SHEETS SHOWING WHO IS ON THE SCHEDULE TO RECEIVE AID; APPLICATIONS; NOMINEE LISTS; ELIGIBILITY QUESTIONAIRES; ELIGIBILITY REPORTS WHICH DETERMINE YEARS OF ELIGIBILITY UNUSED; CREDIT VOUCHER REQUEST SHEETS NOTES; AND RELATED DOCUMENTATION AND CORRESPONDENCE.		6				I	SEE RSIN 18.2.014 FOR INDIVIDUAL ATHLETE FILES.	
ATH07	1.1.019	PUBLIC RELATION RECORDS.	NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO, AND AUDIOVISUAL RECORDS.		5				O		

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ATH08	18.2	RULES & REGULATIONS.	(INCLUDING NCAA RULES - INTERPRETATIONS RECORDS AND/OR FILES AND DOCUMENTATION TO SUBSTANTIATE THE DISSEMINATION AND COMMUNICATION OF RULES EDUCATION MATERIAL).	US	10					SUBJECT TO NCAA REVIEW.	
ATH09	18.2	DAILY INJURY REPORT.	THIS SERIES DOCUMENTS ON-GOING INSURANCE ACTIVITY ON CASES THAT QUALIFIED FOR INJURY STATUS BY HAVING CLAIMS OF OVER $50,000 FOR NCAA SCHOOLS AND $25,000 FOR NAIA SCHOOLS IN THE FIRST TWO YEARS OF THE CLAIM. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO ACCIDENT REPORTS; ANNUAL INSURANCE QUESTIONNAIRES; NOTES; CLAIM FORMS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	6			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE OR AFTER CLOSURE OF CASE.			

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ATH10	18.2	INSURANCE CLAIM FILES.	THIS SERIES DOCUMENTS ON-GOING INSURANCE ACTIVITY ON CASES THAT QUALIFIED FOR INJURY STATUS BY HAVING CLAIMS OF OVER $50,000 FOR NCAA SCHOOLS AND $25,000 FOR NAIA SCHOOLS IN THE FIRST TWO YEARS OF THE CLAIM. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: ACCIDENTS REPORTS; ANNUAL INSURANCE QUESTIONNAIRES; NOTES; CLAIM FORMS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	10			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE OR AFTER CLOSURE OF CASE.			
ATH14	18.2.005	EXTERNAL FISCAL REPORTS.	NCAA REPORTS.		6					SEE RSIN 18.2.014 FOR INDIVIDUAL ATHLETE FILES.	
ATH15	18.2	TEAM ROSTERS AND PHOTOGRAPHS.	(INCLUDING PHOTOGRAPHIC DOCUMENTATION OF ATHLETIC EVENTS).	PM					I		

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ATH16	16.1.025	MEDICAL RECORDS.	THIS SERIES DOCUMENTS THE MEDICAL HISTORY OF EACH ATHLETE BEFORE AND DURING HIS/HER ATTENDANCE AT THE INSTITUTION. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: ANNUAL HEALTH APPRAISALS; AUTHORIZATION TO RELEASE INFORMATION FORMS; TREATMENT CONSENT FORMS; ASSUMPTION OF RISK FORMS; ACCIDENT REPORTS; X-RAYS AND X-RAY REPORTS; PRESCRIPTION RECORDS; OFF CAMPUS TREATMENT SOURCE RECORDS; INSURANCE QUESTIONNAIRES; PSYCHOLOGICAL COUNSELING RECORDS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC				AC = 7 years after termination of services with client, or until client reaches 21 years of age, whichever greater. CAUTION: For records documenting forensic sexual assault exams, records must be retained for 20 years, per Health and Safety Code 241.1031		CAUTION: FOR RECORDS DOCUMENTING FORENSIC SEXUAL ASSAULT EXAMS, RECORDS MUST BE RETAINED FOR 20 YEARS, PER HEALTH AND SAFETY CODE 241.1031 CAUTION: STUDENT ATHLETE MEDICAL RECORDS MAY HAVE ADDITIONAL REQUIREMENTS PER NCAA RULES. SEE RSIN 18.2.005 SEE RSIN 16.1.008 FOR MENTAL HEALTH, COUNSELING, AND PSYCHOTHERAPY RECORDS. SEE RSIN 16.1.026 FOR STUDENT HEALTH CLINIC RECORDS. SEE RSIN 16.1.034 FOR PSYCHOTHERAPY NOTES. SEE RSIN 16.1.038 FOR MEDICAL SOURCE DATA.	22 TAC 165.1(b).

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ATH17	18.2.014	INDIVIDUAL ATHLETES RECORDS-CONFIDENTIAL.	THIS SERIES INCLUDES CONFIDENTIAL RECORDS OF THE ATHLETIC HISTORY OF EACH ATHLETE WHO HAS COMPETED AT THE INSTITUTION. FREQUENTLY, THIS SERIES IS A CONTINUATION OF THE RECRUITMENT FILE AND INCLUDES RECRUITMENT RECORDS IF AN ATHLETE SIGNS A LETTER OF INTENT. RECORDS MAY INCLUDE AND MAY NOT BE LIMITED TO: ACADEMIC MAJOR INFORMATION INCLUDING PERFORMANCE REPORTS, ADMISSIONS VERIFICATION REPORTS, ACADEMIC TRANSCRIPTS, AND FINANCIAL AID INFORMATION, RECRUITMENT INFORMATION DOCUMENTS, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.	O	ARCHIVES NOTE: ONLY PUBLIC PROFILE RECORDS ARE SUBJECT TO ARCHIVAL REVIEW. CONFIDENTIAL INFORMATION SHOULD BE REMOVED OR REDACTED UPON ARCHIVAL TRANSFER.	
ATH18		MEDIA GUIDES FOR INDIVIDUAL SPORTS.	SPORTS-RELATED PRESS KIT (BOOK) TO ASSIST DURING BROADCASTING THE TEAM GAME.	PM							
ATH19	18.2.012	SPORTS STATISTICS.	SPORTS DATA COLLECTED.	PM							

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ATH20	18.2.014	INDIVIDUAL ATHLETES RECORDS-PUBLIC PROFILE.	THIS SERIES DOCUMENTS THE ATHLETIC HISTORY OF EACH ATHLETE WHO HAS COMPETED AT THE INSTITUTION. FREQUENTLY, THIS SERIES IS A CONTINUATION OF THE RECRUITMENT FILE AND INCLUDES RECRUITMENT RECORDS IF AN ATHLETE SIGNS A LETTER OF INTENT. RECORDS MAY INCLUDE AND MAY NOT BE LIMITED TO: ACADEMIC MAJOR INFORMATION INCLUDING PERFORMANCE REPORTS, ADMISSIONS VERIFICATION REPORTS, RECRUITMENT INFORMATION DOCUMENTS, MEDIA ARTICLES; PHOTOGRAPHS, RELEASE OF INFORMATION FORMS, PERSONAL DATA QUESTIONNAIRES, RECORDS OF AWARDS, AND RELATED DOCUMENTATION AND CORRESPONDENCE. THIS SERIES DOES NOT INCLUDE CONFIDENTIAL RECORDS OF THE ATHELETE, WHICH ARE HELD UNDER URRS- 327.	PM					O	ARCHIVES NOTE: ONLY PUBLIC PROFILE RECORDS ARE SUBJECT TO ARCHIVAL REVIEW. CONFIDENTIAL INFORMATION SHOULD BE REMOVED OR REDACTED UPON ARCHIVAL TRANSFER.	
AUD01	1.1.002	AUDITS - EXTERNAL AUDIT REPORTS.	AUDITS AND REVIEWS PERFORMED BY OR ON BEHALF OF AN AGENCY, INCLUDING THE WORKING PAPERS THAT SUPPORT THE AUDIT. ALSO INCLUDES AUDITS PERFORMED ON THE AGENCY.	AC	7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE STATE AUDITOR'S OFFICE RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES.		THE STATE AUDITOR'S OFFICE (SAO) RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES. SEE RSIN 5.4.018 AND 5.4.019 FOR AUDIT PLAN RECORDS.	