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US – Until Superseded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
BUR10	4.5.002	FISCAL MANAGEMENT REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS AND ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORTS, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5					CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUREMENTS. SEE RSIN 4.7.008	
BUR13	15.3.003	EMERGENCY TUITION LOAN.	PAPER OR ELECTRONIC DOCUMENTATION OF STUDENT'S EMERGENCY TUITION LOAN PROMISSORY NOTE AND ASSOCIATED NOTES.	AC	3			AC=END OF THE PERIOD FOR WHICH THE LOAN WAS INTENDED.		RECORD KEPT IN ELECTRONICAND/OR PAPER MEDIUM. SEE RSIN 15.3.005 FOR HEALTH PROFESSION AND NURSING STUDENT LOAN PROGRAM APPLICATIONS.	34 CFR 668.24(e), 34CFR 674.19(e) (3), 34 CFR682.610(a)(2).
BUR17		INSUFFICIENT FUND RECORDS.	BANK NOTIFICATION OF PAPER AND/OR ALL PAYMENT RETURNS.	PM						RECORD KEPT IN ELECTRONICAND/OR PAPER MEDIUM.	
BUR18	15.3.011	PERKINS LOAN RECORDS.	PAPER DOCUMENTATION FOR PERKINS LOANS. INCLUDES PROMISSORY NOTE AND ALL RELEVANT COMMUNICATIONS.	AC	3			AC= PERKINS ORIGINAL PROMISSORY NOTES TO BE RETAIN UNTIL THE LOAN IS SATISFIED OR THE DOCUMENTS ARE NO LONGER NEEDED TO ENFORCE OBLIGATIONS. DATE THE LOAN IS ASSIGNED, CANCELLED, OR REPAID.		RECORD KEPT IN ELECTRONICAND/OR PAPER MEDIUM.	