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US – Until Superseded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 transfe

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
CAR20	15.4.007	STUDENTS WRITTEN CONSENT FOR RECORDS DISCLOSURE.	STUDENT CONSENT FORM.	AC	2			AC=UNTIL TERMINATION OR LIFE OF AFFECTED RECORD.		
CAR21	15.2.002	STUDENT JOB PLACEMENT RECORDS.	STUDENT JOB RELATED FORMS.	AC	1			AC= GRADUATION OR DATE OF LAST ATTENDANCE.		
CAR23	16.5.010	EMPLOYER INFORMATION - INTERVIEW SETUP & CAREER FAIR REGISTRATION.	JOB FAIR RECRUITER INFORMATION.		2					SEE RSIN 1.1.019 FOR MARKETING MATERIALS. SEE RSIN 15.5.005 FOR UNIVERSITY STUDENT RECRUITMENT.