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US – Until Superseded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
CAS06	16.5.001	STUDENT FILE WITH DISABILITY MEDICAL DOCUMENTATION AND ELIGIBILITY FOR SERVICES.	THESE RECORD SERIES CONTAIN STUDENT RECORDS THAT ARE COMPILED FROM THE CASS INTAKE FORM. THEY DOCUMENT SERVICES THAT ARE PROVIDED ALONG WITH THE CONFIDENTIAL MEDICAL DOCUMENTATION PROVIDED BY THE STUDENT THAT JUSTIFY THE ACADEMIC ACCOMODATIONS THEY WILL BE RECEIVING.	AC	5			AC=GRADUATION OR LAST DATE OF ATTENDANCE.		.	
CAS07	3.4.006	TIMESHEETS FOR NOTE TAKERS (STIPENDS).	FORMS ARE TURNED IN EVERY FOUR WEEKS BY NOTE-TAKERS. NOTE-TAKERS GET PAID WHEN THEY HAVE TURNED IN ALL OF THESE FORMS AT THE END OF THE SEMESTER. WHEN AUTHORIZED BY CASS, NOTE-TAKERS ARE PAID A STIPEND TO PROVIDE NOTE FOR CASS-REGISTERED STUDENTS IN THE CLASSROOM.	FE	4						40 TAC 815.106(i)
CAS08	16.5.001	INTERPRETER REQUEST FORM.	CASS REGISTERED STUDENTS THAT ARE DEAF USES THIS FORM TO REQUEST ASL INTERPRETER FOR EXTRACURRICULAR ASSIGNMENTS. ONCE THE FORM IS COMPLETED AN ASL INTERPRETER IS ASSIGNED TO THIS ACTIVITY.	AC				AC=END OF SCHOOL TERM.			

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CAS09	15.1.006	FACULTY PROCTORING FORM.	THIS FORM IS USED FOR EXAMS THAT ARE PROCTORED IN THE CASS TESTING CENTER, ALONG WITH ANY RESTRICTIONS PROVIDED BY THE COURSE INSTRUCTOR. THE FORM INCLUDES SPECIFIC COURSE INFORMATION, STUDENT IDENTIFICATION AND CONTACT INFORMATION, AND THE DATE AND TIME THE EXAM WAS HELD.	AC	1			AC=END OF SCHOOL TERM.			