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US – Until Superseded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
EDA04	1.1.067	REPORTS OF CONSULTANTS AND COMMITTEES.	ANNUAL, SUB-ANNUAL, OR SPECIAL REPORTS OR STUDIES ON NON-FISCAL ASPECTS OF AN AGENCY'S PROGRAMS, SERVICES, OR PROJECTS COMPILED BY AGENCY PERSONNEL, BY ADVISORY COMMITTEES, OR BY CONSULTANTS UNDER CONTRACT WITH AN AGENCY THAT ARE NOT NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	ARCHIVES NOTE: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. SEE PAGE IX FOR MORE INFORMATION. SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS.	
EDA06A	15.2.027	CERTIFICATION FILES. (STUDENT SERVICES DEPARTMENT). ACADEMIC	STUDENT COMPLETION OF CERTIFICATE PROGRAMS OFFERED BY UNIVERSITY ACADEMIC PROGRAMS	AC	5			AC=DATE OF GRADUATION OR LAST DATE OF ATTENDANCE.		CAUTION: TRANSCRIPT NOTES REGARDING ACADEMIC CERTIFICATIONS AWARDED ARE MAINTAINED PERMANENTLY BY THE REGISTRAR. SEE RSIN 15.2.028 FOR PROFESSIONAL CERTIFICATION RECORDS (E.G., TEACHER CERTIFICATION RECORDS).	

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EDA06B	15.2.028	CERTIFICATION FILES. (STUDENT SERVICES DEPARTMENT). PROFESSIONAL	CERTIFICATION RECORDS FOR LICENSES OR CERTIFICATES TO ENTER A PROFESSION (E.G., TEACHING CERTIFICATES). MAY INCLUDE BUT NOT LIMITED TO: APPLICATIONS FOR ADMISSION TO A PROGRAM; REGISTRATION FOR PRACTICUM HOURS AND EVIDENCE OF THE COMPLETION OF THE PRACTICUM; TRANSCRIPTS; NARRATIVE EVALUATIONS ON PRACTICUM; NOTICE OF COMPLETION OF HOURSE REQURED FOR CERTIFICATION; AND RECOMMENDATIONS AND EVALUATIONS.	AC	1			AC=END OF CERTIFICATION PERIOD		CAUTION: ACCEDITIIN AGENCIES MAY REQUIRE LONGER RETENTION PERIODS FOR PROFESSIONAL CERTIFICATION RECORDS. REFER TO ACCREDITING AGENCY TO DETERMIN THE TERM OF THE CERTIFICATION PERIOD. SEE RSIN 15.2.027 FOR ACADEMIC CERTIFICATIONS.	
EDA07		SACS REPORTS. (DEAN'S OFFICE).	SACS=SOUTHERN ACCREDITATION OF COLLEGES AND SCHOOLS.	PM					O		
EDA09		COUNSELING PROGRAM VIDEOTAPES (EDUCATION PSYCHOLOGY).	GRADUATE STUDENTS IN COUNSELING PROGRAM ARE REQUIRED TO VIDEO/DIGITALLY RECORD PRACTICE COUNSELING SESSIONS FOR DEVELOPING THEIR SKILLS AS FUTURE COUNSELORS IN SCHOOL AND COMMUNITY SETTINGS.		3						

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EDA10		EDUCATIONAL DIAGNOSTICIAN PROGRAM PSYCHOMETRIC TESTS. (EDUCATIONAL PSYCHOLOGY).	ONE OF THE PROGRAMS IN EPSS DEPARTMENT PREPARES EDUCATIONAL DIAGNOSTICIANS THAT REQUIRES GRADUATE STUDENTS TO LEARN HOW TO ADMINISTER PSYCHOEDUCATIONAL TEST THAT ARE COMMONLY USED IN THE IDENTIFICATION OF SUSPECTED DISABILITIES IN SCHOOL AGE STUDENTS.		5						