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US – Until Superseded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
FIN04	1.1.067	REPORTS AND STUDIES (NON-FISCAL).	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				R	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 RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS.	

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FIN17	15.3.003	FINANCIAL AID DOCUMENTS.	INCLUDING (TO THE EXTENT APPLICABLE TO SPECIFIC PROGRAMS): APPLICATIONS; FINANCIAL AID NEED ANALYSIS AND ELIGIBILITY FORMS; FINANCIAL AID TRANSCRIPTS; SELECTIVE SERVICE REGISTRATION COMPLIANCE STATEMENTS AND ANY SUPPORTING DOCUMENTATION; STATEMENTS OF EDUCATIONAL PURPOSE; ANTI-DRUG ABUSE STATEMENTS; STUDENT AID REPORT (SAR) OR INSTITUTIONAL STUDENT INFORMATION REPORT (SIR); AUTHORIZATION AND AWARD FORMS; COPIES OF DOCUMENTS SUBMITTED BY STUDENTS OR PARENTS FOR VERIFICATION OF STUDENT AID APPLICATION INFORMATION; AND SIMILIAR RECORDS RELATING TO THE APPLICATION FOR AND AWARD OF GRANTS, SCHOLARSHIPS, LOANS, VETERANS EDUCATION BENEFITS, OR OPPORTUNITIES TO PARTICIPATE IN WORK-STUDY PROGRAMS. INCLUDES RECORDS OF RECIPIENTS OF ALL LOCAL GRANTS, SCHOLARSHIPS, LOANS, OR WORK-STUDY.	AC	3			AC=END OF THE AWARD PERIOD, OR SUBMISSION OF ANNUAL REPORT FOR THE AWARD YEAR, WHICHEVER LATER.		SEE RSIN 15.3.005 FOR HEALTH PROFESSION AND NURSING STUDENT LOAN PROGRAM APPLICATIONS.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).

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FIN23	15.3.003	FISCAL OPERATIONS REPORT (FISAP).	FINANCIAL AID CAMPUS-BASED FUND REPORTS SPENT FOR THE YEAR; PLUS THE APPLICATION TO PARTICIPATE: FEDERAL PERKINS LOAN, FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG) AND FEDERAL WORK-STUDY (FWS) PROGRAM.	AC	3			AC=END OF AWARD YEAR IN WHICH THE FISAP IS SUBMITTED.		SEE RSIN 15.3.005 FOR HEALTH PROFESSION AND NURSING STUDENT LOAN PROGRAM APPLICATIONS.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).