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US – Until Superseded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
HEP25	4.7.008a	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.	THIS SERIES DOCUMENTS STATE AND FEDERAL GRANT PROJECTS PARTICIPATED IN OR ADMINISTERED BY STATE AGENCIES. IT INCLUDES GRANT AUTHORIZATION RECORDS, WHICH PROVIDE EVIDENCE OF THE AWARD OF GRANTS TO OR BY AGENCIES; GRANT/PROJECT FINANCIAL OR PERFORMANCE REPORTS, WHICH ARE PERIODIC REPORTS OF FINANCIAL ACTIVITY AND/OR PROGRAM PERFORMANCE RELATED TO GRANTS RECEIVED OR MADE BY AGENCIES.	AC	3			AC=SATISFCATION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		CAUTION: RETENTION REQUIREMENTS MAY VARY DEPENDING ON THE SPECIFIC FUNDING AGENCY. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD.	
HEP26	4.7.008b	GRANT RECORDS - NON AWARDED	NON-AWARDED, DENIED, OR UNFUNDED GRANT APPLICATIONS AND PROPOSALS.	AC	2			AC=DATE OF NOTIFICATION			
HEP27	16.5.009	HEP (HIGH SCHOOL EQUIVALENCY PROGRAM) STUDENT RECORDS.	INCLUDES APPLICATION, HS TRANSCRIPTS, PERSONAL DATA INFO FORMS, GED CERTIFICATE.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			