STATE OF TEXAS
Records Retention Schedule

TEXAS STATE LIBRARY & ARCHIVES COMMISSION

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US – Until Superseded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
HON35	15.5.005	APPLICANTS WHO DO ENTER - RECRUITMENT MATERIAL.	THIS SERIES DOCUMENTS EFFORT OF THE INSTITUTIONAL UNITS TO RECRUIT INDIVIDUAL STUDENTS BASED UPON DISADVANTAGED STATUS, ACADEMIC PERFORMANCE, AND OTHER CRITERIA. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: INTERVIEW NOTES, CONVERSATION NOTES, PERSONAL INFORMATION FORMS AND RESUMES, TEST SCORES, PHOTOGRAPHS, AND ACADEMIC TRANSCRIPTS.	AC	1			AC=END OF APPLICATION TERM.		CAUTION: DOES NOT INCLUDE RECORDS OF RECRUITMENT O ATHLETES INTO THE INSTITUTION'S INTERCOLLEGIATE ATHLETICS PROGRAM. PAPER AND/OR ELECTRONIC MEDIUM.	
HON40	15.1.001	GRADUATION LISTS.	APPLICATIONS AND SUPPLEMENTAL MATERIALS SUBMITTED BY INDIVIDUALS, INCLUDING INTERNATIONAL STUDENTS, SEEKING ADMISSION AND ENROLLING IN THE INSTITUTION OR A UNIVERSITY PROGRAM. MAY INCLUDE BUT NOT LIMITED TO: ACCEPTANCE LETTERS; APPLICATIONS FOR ADMISSION; ENTRANCE EXAM REPORTS; LETTERS OF RECOMMENTATION; HEALTH HISTORY FORMS; READMISSION FORMS; RECRUITMENT MATERIALS; TEST SCORES; RESIDENCY CLASSIFICATION FORMS; TRANSCRIPTS FROM OTHER COLLEGES; AND TRANSRIPTS FROM HIGH SCHOOL	AC	3			AC=GRADUATION, DATE OF LAST ATTENDANCE, OR SEPARATION FROM PROGRAM, AS APPLICABLE.		PERMANENT GRADUATION LIST RESIDES AT THE REGISTRAR'S OFFICE. PAPER AND/OR ELECTRONIC MEDIUM. CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MIST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS	8 CFR 214.3(g)

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HON41	15.1.001	ADMISSION APPLICATIONS - (FERPA APPLIES, BUT RECORDS ARE SUBJECT TO TEXAS OPEN RECORDS LAW). WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		PAPER AND/OR ELECTRONIC MEDIUM.	