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US – Until Superseded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	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
HSC11	1.1.040	SPEECHES, PAPERS AND PRESENTATIONS.	NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERED IN CONJUCTION WITH AGENCY WORK.	AC	2			AC=End of event, until superseded, or obsolete.	R		
*HSC33	4.5.002	FISCAL MANAGEMENT REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS AND ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORTS, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5			CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See RSIN 4.7.008			
HSC52	17.1.009	SYLLABUS - COURSE CONTENT.	USED TO ASSESS EQUIVALENCY OF TRANSFER COURSES.	AC	2			AC=END OF SEMESTER IN WHICH COURSE IS TAUGHT		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. SEE RSIN 17.1.018 AND 17.1.019 FOR COURSE EVALUATIONS	TEXAS EDUCATION CODE, 51.974
HSC53		FACULTY ENROLLMENT STATISTICS.	FACULTY STATISTICAL REPORTS RELATED TO COURSE SUBJECT BY ACADEMIC TERM OR PREVIOUS TERMS AT THE INSTITUTION.		5					CERTIFIED HEALTH EDUCATOR SPECIALISTS, TEXAS AND THE NATIONAL COMMITTEE FOR HEALTH EDUCATION CREDENTIALING, REQUIRE THAT THIS BE RETAINED FOR 5 YEARS.	
HSC54		FACULTY SCHEDULE.	FACULTY LIST OF CLASSES OFFERED BY ACADEMIC TERM AT THE INSTITUTION.		5				O	CERTIFIED HEALTH EDUCATORS SPECIALIST, TEXAS AND THE NATIONAL COMMITTEE FOR HEALTH EDUCATION CREDENTIALING, REQUIRE THAT THIS BE RETAINED FOR 5 YEARS.	