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US – Until Superseded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
INT17		FOREIGN STUDENT IMMIGRATION FORMS & RECORDS.	THIS SERIES DOCUMENTS NONACADEMIC INSTITUTION ASSISTANCE TO INTERNATIONAL STUDENTS WHO HAVE BEEN ADMITTED TO ACADEMIC PROGRAMS. THESE RECORDS PRIMARILY CONCERN INSTITUTION ADMISSIONS, IMMIGRATION ISSUES, AND OTHER NONACADEMIC MATTERS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: COPIES OF VISAS; SCHOLARSHIP INFORMATION; INSTITUTION ADMISSIONS FORMS; GRADUATE SCHOOL APPLICATIONS; TRANSCRIPTS OF PREVIOUS COLLEGE WORK; GRADE REPORTS OF PRIOR COLLEGE WORK; GRADE REPORTS FROM INSTITUTIONAL COURSES; INTERNATIONAL STUDENT ADVISORS' NOTES; DEGREE COMPLETION CERTIFICATES; EXPLANATIONS FOR STUDENT WITHDRAWALS; RECOMMENDATIONS AND EVALUATIONS OF STUDENTS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		RECORDS KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.	
INT18		PASE (PROGRAMA DE ASISTENCIA ESTUDIANTIL).	MEXICAN STUDENTS FINANCIAL RECORDS (SUPPORTING DOCUMENTATION).	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		RECORDS KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.	