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US – Until Superseded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
LBA07	1.1.069	REPORTS - FACULTY WORKLOADS.	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.		1					CAUTION: IF REPORTS ARE USED TO DOCUMENT PERFORMANCE MEASURES, SEE RSIN 1.1.064	
LBA25	15.2.001	ACADEMIC ACTION AUTHORIZATIONS, DISMISSALS.	AUTHORIZATIONS FOR ACADEMIC ACTIONS, SUCH AS ACADEMIC PROBATION, SUSPENSIONS, DISMISSALS, REINSTATEMENTS, ETC.	PM						PM=PER UT BOARD OF REGENTS RULE 50101, SECTION 8 (SOURCE:http://www.utsystem.edu/bor/rules/50000Series/50101.pdf).	
LBA28	15.2.008	CURRICULUM CHANGE AUTHORIZATIONS.	THIS SERIES DOCUMENTS STUDENT REQUESTS TO CHANGE THEIR FIELD OF MAJOR STUDY, ADD OR REMOVE A SIMULTANEOUS MAJOR, OR ADD OR CHANGE A MINOR.	AC				AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.		SEE REFERENCE ALL075.	