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US – Until Superseded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
MIS13	15.2.033	ALL STUDENT DOCUMENTS RELATING TO DEPARTMENT OF VETERANS AFFAIRS (DVA) BENEFITS.	INCLUDES CORRESPONDENCE E/EMAILS.	AC	3			AC=LAST TERM CERTIFIED FOR VA EDUCATIONAL BENEFITS.		SEE RSIN 15.2.017 FOR HALEWOOD ACT DOCUMENTATION	38 CFR 21.4209(f), US DEPARTMENT OF VETERANS AFFAIRS SCHOOL CERTOFYING OFFICIAL HANDBOOK
MIS14	15.2.017	ALL STUDENT DOCUMENTS RELATING TO HAZLEWOOD BENEFITS.	APPLICATIONS AND STUDENT ELIGIBILITY DETERMINATIONS TO CALIM THE HAZLEWOOD EXEMPTUON AND INSTITUTIONAL RECORDS TO TRACK BENEFIT HOURSE CLAIMED.	AC	3			AC=DATE OF FINAL AUDIT ACCEPTANCE BY DEPT. OF EDUCATION. SEE RSIN 15.2.033 FOR VERTANS AFFAIRS RECORDS.		CROSS REFERENCE TO FIN. 17. FINANCIAL AID WILL CONTROL DESTRUCTION AUTHORIZATION OF THESE RECORDS. MILITARY SERVICES WILL PROCESS AUTHORIZATIONS FOR CONVERTING PAPER DOCUMENTS TO ELECTRONIC MEDIUM WHICH ARE STORED IN PERCEPTIVE CONTENT SOFTWARE IN THE MILITARY SERVICES FOLDER. INCLUDES CORRESPONDENCE /EMAILS.	40 TAC 461.130