STATE OF TEXAS
Records Retention Schedule

SLR 105
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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
PUR33	1.2.005	RECORDS RETENTION SCHEDULE - AGENCY COPY (SLR 105).	AGENCY COPY. FORMERLY RMD 105. INCLUDES DOCUMENTATION OF CERTIFICATION AND APPROVAL-FORMS SLR105C (FORMERLY RMD 105C), AND/OR OTHER FORMS DESIGNATED BY THE STATE RECORDS ADMINISTRATOR.	US						ORIGINAL IS RETAINED BY THE STATE AND LOCAL RECORDS MANAGEMENT DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
PUR35	1.2.010	RECORDS DISPOSITION LOGS.	LOGS SIMILAR RECORDS LISTING RECORDS DESTROYED OR TRANSFERRED TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, SHOWING RECORDS SERIES TITLE, DATES OF RECORDS, AND DATE DESTROYED OR TRANSFERRED.		10					CAUTION: DISPOSITION CAN MEAN DESTROYED OR TRASNFERRED.	
PUR36	1.2.012	RECORDS INVENTORY WORKSHEETS.	REVIEW AND ASSESSMENT OF RECORDS WORKSHEETS.	US							
PUR37	1.2.014	RECORDS MANAGEMENT PLANS.	RECORDS MANAGEMENT PLANS AND SIMILAR RECORDS THAT ESTABLISH THE POLICIES AND PROCEDURES UNDER WHICH RECORDS AND INFORMATION ARE MANAGED IN AN AGENCY.	US	1						
REG54	15.2.014	APPLICATION FOR GRADUATION.		AC	1			AC=GRADUATION OR LAST DATE OF ATTENDANCE			

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REG55	15.2.014	GRADUATION DIPLOMA.	THIS SERIES DOCUMENTS STUDENT COMPLETION OF DEGREE REQUIREMENTS, INCLUDING AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS.	PM							
REG56	15.2.014	GRADUATION DIPLOMA SIGN-OUT FORM.	THIS SERIES INCLUDES RECORDS OF DIPLOMAS PICKED UP IN PERSON, MAILED, AND RETURNED.	PM							
REG57	15.2.007	AUDIT REGISTRATION - STUDENT RECORDS.	RECORD OF REGISTRATION INTO A COURSE FOR NO GRADE OR CREDIT.	AC	1			AC=AFTER DATE SUBMITTED.			
REG58	15.2.007	STUDENT REGISTRATION AND CHANGE OF COURSE (ADD / DROP) FORMS.	REGISTRATION FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENT ARE REGISTERED FOR AT THE BEGINNING OF AN ACADEMIC TERM, INCLUDING DOCUMENTATION EVIDENCING THE CONDITIONS UNDER WHICH COURSES ARE UNDERTAKEN (E.G.,AUDIT,PASS/FAIL, AND CREDIT/NO CREDIT AUTHORIZATIONS OR APPROVALS) OR EVIDENCING CHANGES TO REGISTRATION STATUS DURING THE TERM (E.G., ADD/DROP FORMS BY STUDENTS OR INSTRUCTOR).	AC	1			AC=END OF SEMESTER.			

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REG59	15.2.012	CHANGE OF GRADE FORM.	THIS SERIES DOCUMENTS GRADE CHANGES SUBMITTED BY INSTRUCTORS THROUGH THE ACADEMIC DEPARTMENTS TO THE REGISTRAR.	PM					I		
REG60	15.2.011	FACULTY GRADE ROSTERS.	RECORD OF STUDENTS IN COURSE AND WORK COMPLETED. INCLUDES COMPUTER AND NON-COMPUTER-GENERATED GRADE SHEETS, AND OTHER SUCH MATERIALS THAT PERMIT A RECONSTRUCTION OF A STUDENT'S GRADED PERFORMANCE IN A COURSE.	PM					I	SUBMISSIONS RECEIVED BY REGISTRARS OFFICE AFTER POSTING DEADLINE HAS ELAPSED.	
REG61		CORRESPONDENCE - RELEVANT - STUDENT RECORDS.	MAILED WRITTEN REQUESTS BY STUDENTS TO UPDATE THEIR RECORD.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			

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REG62	15.2.002	CREDIT BY EXAMINATION FORMS.	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT III), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFI) AND EVALUATIONS, NON-TRADITIONAL TRANSCRIPTS AND CREDENTIALS, LIFE EXPERIENCE RECORDS, REQUESTS FOR ADVANCED CREDIT, AND SIMILAR DOCUMENTATION USED BY A UNIVERSITY TO EVALUATE AND DETERMINE AWARD OF CREDIT BY ADVANCED PLACEMENT.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
REG71	15.2.014	OFFICIAL GRADUATION LIST FROM DEANS, WITH ADDENDA.	OFFICIAL ROSTER OF NAMES OF STUDENTS WHO HAVE MET ALL REQUIREMENTS TO BE AWARDED A DEGREE.	PM					I		
REG74	15.2.023	NAME AND SSN CHANGE AUTHORIZATIONS - STUDENTS.	THIS SERIES DOCUMENTS STUDENT OR APPLICANT NAME CHANGES REPORTED TO THE ADMISSIONS OR REGISTRAR'S OFFICE BY STUDENTS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: LETTERS REQUESTING CHANGE IN NAME; NAME CHANGE AUTHORIZATIONS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	1			AC=AFTER DATE SUBMITTED.			

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REG75	15.2.007	PASS / FAIL REQUESTS - STUDENTS.	REGISTRATION FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENT ARE REGISTERED FOR AT THE BEGINNING OF AN ACADEMIC TERM, INCLUDING DOCUMENTATION EVIDENCING THE CONDITIONS UNDER WHICH COURSES ARE UNDERTAKEN (E.G., AUDIT, PASS/FAIL, AND CREDIT/NO CREDIT AUTHORIZATIONS OR APPROVALS) OR EVIDENCING CHANGES TO REGISTRATION STATUS DURING THE TERM (E.G., ADD/DROP FORMS BY STUDENT OR INSTRUCTOR).	AC	1			AC=AFTER DATE SUBMITTED.			
REG76A	15.1.002	PERSONAL DATA INFORMATION FORMS (BACTERIAL MENINGITIS)-WHO DO NOT 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.	AC	1			AC=AFTER DATE SUBMITTED.			

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REG76	15.1.001	PERSONAL DATA INFORMATION FORMS (BACTERIAL MENINGITIS)-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	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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REG77	15.2.007	DEPARTMENTAL REGISTRATION REQUESTS (ADD / DROP AND COURSE WAIVERS).	REGISTRATION FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENT ARE REGISTERED FOR AT THE BEGINNING OF AN ACADEMIC TERM, INCLUDING DOCUMENTATION EVIDENCING THE CONDITIONS UNDER WHICH COURSES ARE UNDERTAKEN (E.G., AUDIT, PASS/FAIL, AND CREDIT/NO CREDIT AUTHORIZATIONS OR APPROVALS) OR EVIDENCING CHANGES TO REGISTRATION STATUS DURING THE TERM (E.G., ADD/DROP FORMS BY STUDENT OR INSTRUCTOR).	AC	1			AC=AFTER DATE SUBMITTED.			
REG78		TRANSCRIPTS REQUEST (STUDENTS).	REQUESTS FOR TRANSCRIPTS TO BE PROVIDED TO STUDENT OR SENT TO OTHER INSTITUTIONS.	AC	1			AC=AFTER DATE SUBMITTED.			

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REG79	15.2.002	EXCHANGE PROGRAM TRANSFER CREDIT EVALUATIONS - STUDENT RECORDS.	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT III), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFI) AND EVALUATIONS, NON-TRADITIONAL TRANSCRIPTS AND CREDENTIALS, LIFE EXPERIENCE RECORDS, REQUESTS FOR ADVANCED CREDIT, AND SIMILAR DOCUMENTATION USED BY A UNIVERSITY TO EVALUATE AND DETERMINE AWARD OF CREDIT BY ADVANCED PLACEMENT.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
REG81	15.2.035	COMPLETE WITHDRAWAL AUTHORIZATIONS TO INCLUDE: (STUDENTS) - MILITARY LEAVE, MEDICAL, ADMINISTRATIVE, FAMILY EMERGENCY, DEATH OF STUDENT, DEATH OF FAMILY MEMBER.	REQUESTS AND AUTHORIZATIONS FOR A STUDENT TO WITHDRAW FROM CLASSES AFTER CALENDAR DEADLINES WITHOUT ACADEMIC PENALTY FOR REASONS ACCEPTABLE TO A UNIVERSITY.	AC	2			AC=AFTER DATE SUBMITTED.			
REG82	17.1.002	CATALOGS - INSTITUTIONAL.		PM					I		

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REG83	17.1.004	COMMENCEMENT PROGRAM.	THIS SERIES DOCUMENTS COMMENCEMENT PROGRAM PLANNING AND IMPLEMENTATION AT THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: COMMENCEMENT ATTENDANCE FORMS; PLANNING RECORDS CREATED BY COMMENCEMENT COMMITTEES OR OTHER PLANNING GROUPS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I		
REG87	17.1.002	CLASS SCHEDULES - INSTITUTIONAL.	LIST OF CLASSES OFFERED FOR TERM.	PM					I	RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
REG89	15.4.006	STUDENT REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION.	STUDENT REQUEST TO OPT OF DIRECTORY INFORMATION DISCLOSURE.	AC	1			AC=END OF SEMESTER.			34 CFR 99.37(b).
REG90	15.2.002	EXCHANGE PROGRAM FOREIGN TRANSCRIPTS.	FOREIGN TRANSCRIPTS TURNED IN BY THE STUDY ABROAD OFFICE TO AWARD TRANSFER CREDIT.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			
REG100		DIPLOMA RELATED REPLACEMENT / SHIPMENT REQUESTS.	REQUESTS FOR ADDITIONAL OFFICIAL COPIES OF DIPLOMA.	AC	1			AC=DATE REPLACEMENT SHIPPED/NOT SHIPPED			
REG101	4.1.009	RECONCILIATIONS.	ACCOUNT RECEIPTS OF TRANSCRIPTS, DIPLOMA REPLACEMENT/SHIPMENT.	FE	3						

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REG102	15.1.001	PROOF OF MENINGITIS VACCINE RECORD. STUDENTS 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.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
REG103	1.1.076	SUBPOENAS.	COURT ORDERED REQUEST TO RELEASE STUDENT EDUCATIONAL RECORDS.	PM						PM=FERPA REQUIRES THAT DOCUMENTATION OF INFORMATION DISCLOSURES TO AN OUTSIDE PARTY WITHOUTWRITTEN CONSENT MUST BE RETAINED PERMANENTLY.	
REG104	17.1.001	ENROLLMENT VERIFICATIONS.	DOCUMENT VERIFYING A STUDENT'S ENROLLMENT STATUS FOR TERM OR PREVIOUS TERMS AT UTEP.	AC	5			AC=DATE OF VERIFICATION.			34 CFR 99.32(a)(2).

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REG105	15.2.023	CHANGE OF ADDRESS - STUDENTS.	CHANGE OF ADDRESS FORMS, RACE/ETHNICITY QUESTIONNAIRES, REQUESTS AND AUTHORIZATIONS TO CHANGE OTHER DEMOGRAPHIC DATA, AND SIMILAR SOURCE DOCUMENTATION USED TO UPDATE PERSONAL DATA INFORMATION ON TRANSCRIPTS OR OTHER STUDENT RECORDS.	AC	5			AC=AFTER DATE SUBMITTED.			
REG106		UT SYSTEM - TELECAMPUS PROGRAM - OFFICIAL STUDENT TRANSCRIPTS.	TRANSCRIPTS RECEIVED FROM PARTICIPATING UTOC INSTITUTIONS TO GRANT CREDIT TO STUDENTS TAKING AN ONLINE UTOC COURSE.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			
REG107	15.3.028	TUITION REBATE FORMS.	INCLUDES TUITION REBATE FORM AND ANY SUPPORTING DOCUMENTATION PERTAINING TO COLLEGE TUITION REBATE PROGRAM UNDER TEXAS EDUCATION CODE SEC. 54.0065.	AC	5			AC=AFTER DATE SUBMITTED.			
REG108	15.2	COURSE REPEAT PETITION FOR GPA RECALCULATION.	APPROVAL TO ALLOW A STUDENT TO RE-TAKE A COURSE; WRITTEN REQUEST TO RECALCULATE GPA BASED ON A GRADE CHANGE.	AC	5			AC=AFTER DATE SUBMITTED.			
REG109		OPTION 2 DOCUMENTATION.	(REINSTATEMENT OF STUDENT AFTER EXTENDED ABSENCE POLICY).	AC	5			AC=AFTER DATE SUBMITTED.			

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REG110		ACADEMIC FRESH START DOCUMENTATION.	STUDENT REQUEST AT THE TIME OF ADMISSIONS OR RETURN TO UTEP TO NOT HAVE ANY COURSES TAKEN 10 OR MORE YEARS PRIOR INTO CONSIDERATION. STUDENT WILL NOT RECEIVE A CREDIT FOR COURSES TAKEN 10 OR MORE YEARS PRIOR.	AC	5			AC=AFTER DATE SUBMITTED.			
REG111	17.1.003	CLASS SCHEDULING AND CHANGE REQUESTS.	DEPARTMENTAL REQUEST TO ADJUST CLASS MEETING INFORMATION.	AC	1			AC=END OF TERM.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	TEXAS EDUCATION CODE, SECTION 51.931.
REG113		STUDENT TRANSCRIPTS AUTHORIZATION RELEASE TO THIRD PARTIES.	APPROVAL TO RELEASE A TRANSCRIPT TO A DESIGNATED PERSON OTHER THAN THE STUDENT.	AC	1			AC=AFTER DATE SUBMITTED.			
RES15	11.1	FACULTY/STAFF/ALUMNI AND FAMILY MEMBERS REGISTRATION FORMS (TO INCLUDE LIABILITY WAIVERS).	FORMS USED FOR MEMBERSHIP RENEWALS, NEW AND FOR ONE SINGLE USE GUESTS, THESE INCLUDE THE LIABILITY WAIVER.	AC	3			AC=CESSATION OF ACTIVITY FOR WHICH THE WAIVER WAS SIGNED.			
RES16		PROGRAM SCHEDULE (RECREATIONAL SPORTS).	USED FOR SPECIAL PROGRAMS, PROGRAMS, INCLUDES TEAM NAMES, DATES, TIMES OF PLAY AND LOCATION.	FE	1				O		
RES17		STUDENT INTRAMURAL SPORTS MEMBERSHIP FORMS (TO INCLUDE LIABILITY WAIVERS).	USED FOR INTRAMURAL SPORTS TO INCLUDE LIABILITY WAIVER, INCLUDES NAME, ADDRESS, E-MAIL, MINER GOLD CARD AND TEAM NAME.	AC	3			AC=CONCLUSION OF INTRAMURAL SPORTS SEASON.			