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US – Until Superseded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
SAT18	15.1.002	PLACEMENT SCORES - APPLICANTS 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 = END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	

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SAT19	15.1.001	PLACEMENT SCORES - APPLICANTS 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	3			AC = GRADUATION, DATE OF LAST ATTENDANCE, OR SEPARATION FROM PROGRAM AS APPLICABLE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	8 CFR 214.3(g).

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SAT20	15.1.002	ADMISSION TEST SCORES - APPLICANTS 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 = END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	

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SAT21	15.1.001	ADMISSION TEST SCORES - APPLICANTS 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	3			AC = GRADUATION, DATE OF LAST ATTENDANCE, OR SEPARATION FROM PROGRAM AS APPLICABLE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	8 CFR 214.3(g).

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SAT22	15.1.001	ADVANCED PLACEMENT RECORDS-APPLICANTS 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	3			AC = GRADUATION, DATE OF LAST ATTENDANCE, OR SEPARATION FROM PROGRAM AS APPLICABLE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	8 CFR 214.3(g).

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SAT23	15.2.002	CREDIT BY EXAMINATION FORMS. NOT ENROLLED/DENIED	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 CRED BY ADVANCED PLACEMENT.	AC	1			AC = END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	
SAT24	15.2.009	PLACEMENT MATH TEST SCORES.	TEST SCORES RESULTS ARE USED TO ASSESS MATH READINESS AND PLACE STUDENTS IN THE INITIAL CLASSES.	AC	3			AC = STUDENT SEPARATION FROM THE DEPARTMENT OR INSTITUTION.		VALIDATION TERM OF TEST-2 YEARS. CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS. SEE RSIN 15.2.026 FOR STUDENT ADVICING RECORDS. SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS.	

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SAT25	15.2.009	PLACEMENT ENGLISH AND READING TEST SCORES.	TEST SCORES RESULTS ARE USED TO ASSESS ENGLISH AND READING READINESS AND PLACE STUDENTS IN THE INITIAL CLASSES.	AC	3			AC = STUDENT SEPARATION FROM THE DEPARTMENT OR INSTITUTION.		VALIDATION TERM OF TEST-3 YEARS. CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS. SEE RSIN 15.2.026 FOR STUDENT ADVICING RECORDS. SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS.	