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US – Until Superseded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
SCH01	15.3.002	STUDENT SCHOLARSHIP APPLICATIONS.	APPLICATION, ESSAYS, TRANSCRIPTS, TEST SCORES, LETTERS OF RECOMMENDATION, DEMONSTRATION OF NEED BASED SUMMARY, LETTERS OF AWARD NOTIFICATION OR DENIAL; LETTERS OF ACCEPTING OR DECLINING SCHOLARSHIP.	AC	3			AC=END OF AWARD YEAR.		SEE RSIN 15.3.010 FOR VETERANS' ASSISTANCE PROGRAMS.	34 CFR 668.24(e), 34 CFR 675.19(b)(1), 34 CFR 676.19(b), 34 CFR 690.82(a).
SCH03	15.4.007	STUDENT INFORMATION RELEASE FORM (INFORMATION RELEASED TO THE DONOR).	WRITTEN CONSENTS FOR INFORMATION DISCLOSURE FROM THE ELIGIBLE STUDENT.	AC				AC=STUDENTS WRITTEN CONSENT FOR INFORMATION DISCLOSURE MUST BE KEPT UNTIL TERMINATED OR FOR THE LIFE OF THE RECORD.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
SCH05		SCHOLARSHIP APPEAL FORM.	LETTERS OF APPEAL, DEMONSTRATION OF NEED BASED SUMMARY TO FURTHER THEIR EDUCATION.	AC		5		AC=DATE OF GRADUATION OR LAST DATE OF ATTENDANCE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
SCH07	16.5.009	EARLY HIGH SCHOOL GRADUATION SCHOLARSHIP.	ELIGIBLE HIGH SCHOOL STUDENT APPLICATION, ESSAYS, HIGH SCHOOL TRANSCRIPTS, TEST SCORES, LETTERS OF RECOMMENDATION, DEMONSTRATION OF NEED BASED SUMMARY, LETTERS OF AWARD NOTIFICATION OR DENIAL; LETTERS OF ACCEPTING OR DECLINING SCHOLARSHIP.	AC	3			AC=END OF AWARD YEAR. TEXAS HIGHER EDUCATION COORDINATING BOARD REQUIREMENT.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
SCH09	15.3.027	NON-RESIDENT TUITION EXEMPTION STATUS.	APPLICATIONS FOR AND SUPPORTING DOCUMENTATION EVIDENCING THE GRANT OF TUITION EXPEMPTIONS OR REMISSIONS.	AC	3			AC=DATE OF GRADUATION OR DATE OF LAST ATTENDANCE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	