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US – Until Superseded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
SDC16	18.1.003	STUDENT ORGANIZATIONS FILES.	THIS SERIES DOCUMENTS THE HISTORY, DEVELOPMENT, AND POLICIES OF CAMPUS STUDENT ORGANIZATIONS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: CONSITUTIONS AND BYLAWS; PUBLICATIONS (WEBSITES, NEWSLETTERS, FILERS, BROCHURES, POSTERS, AND OTHER PUBLICATIONS); ANNUAL REVIEW FORMS; ANNUAL REPORTS; MEETING MINUTES AND SUPPORTING DOCUMENTATION; COMMITTEE, SUBCOMMITTEE, AND TASK-FORCE RECORDS; STUDENT SENATE BILL AND RESOLUTION FILES; BUDGETS; HANDBOOKS; OFFICER AND MEMBER ROSTERS; SCRAPBOOKS; PHOTOGRPHAS; PRESS RELEASES; CLIPPINGS; SOCIAL MEDIA ACCOUNTS; AND RELATED DOCUMENATION AND CORRESPONDENCE (INCLUDING EMAIL) THAT DOCUMENTS PROGRAMS, ACTIVITIES, AND EVENTS.	PM					O	RECORD KEPT IN ELECTRONIC MEDIUM.	

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SDC18	18.1.003	PROGRAM / EVENT INFORMATION.	THIS SERIES DOCUMENTS THE HISTORY, DEVELOPMENT, AND POLICIES OF CAMPUS STUDENT ORGANIZATIONS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: CONSITUTIONS AND BYLAWS; PUBLICATIONS (WEBSITES, NEWSLETTERS, FILERS, BROCHURES, POSTERS, AND OTHER PUBLICATIONS); ANNUAL REVIEW FORMS; ANNUAL REPORTS; MEETING MINUTES AND SUPPORTING DOCUMENTATION: COMMITTEE, SUBCOMMITTEE, AND TASK-FORCE RECORDS; STUDENT SENATE BILL AND RESOLUTION FILES; BUDGETS; HANDBOOKS; OFFICER AND MEMBER ROSERS; SCRAPBOOKS; PHOTOGRAPHS; PRESS RELEASES; CLIPPINGS; SOCIAL MEDIA ACCOUNTS; AND CORRESPONDENCE (INCLUDING EMAIL) THAT DOCUMENTS PROGRAMS, ACTIVITIES, AND EVENTS.	AC	4				O		
SDC20	11.1	STUDENT AWARD / RECOGNITION INFORMATION.	STUDENT NOMINTATION LETTERS, LETTERS OF RECOMMENDATION, SUPPORTING DOCUMENTATION FROM THE DEAN/CHAIR/SPONSOR WITHIN AN ORGANIZATION OF THE INSTITUTION. AWARD LETTERS AND ACCEPTANCE LETTERS.	AC	5			AC=DATE OF GRADUATION OR LAST DATE OF ATTENDANCE.			