STATE OF TEXAS
Records Retention Schedule

TEXAS STATE LIBRARY ARCHIVES COMMISSION

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US – Until Superseded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
SHC03	16.1.025	NON - HOSPITAL PATIENT RECORDS - MEDICAL (INCLUDING X-RAYS).	THIS SERIES DOCUMENTS THE MEDICAL SERVICES HISTORY PROVIDED FOR STUDENTS TREATED BY THE STUDENT HEALTH CENTER IN NON-HOSPITAL SETTING (ACADEMIC INSTITUTION) BY MEDICAL PROVIDERS.	AC				AC=DATE OF LAST SERVICE. OR RETAIN UNTIL THE PATIENT REACHES 21ST BIRTHDAY, OR WHICHEVER DATE IS LATER.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	22 TAC 165.1 (b) & (c).
SHC04	15.4.003	AUTHORIZED TO RELEASE INFORMATION.	RECORD OF EACH REQUEST FOR ACCESS TO AND EACH DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATIONAL RECORDS OF A STUDENT: DOCUMENTATION OF REQUESTS FROM AND DISCLOSURES TO ANY PARTY OTHER THAN THE STUDENT, AN OFFICIAL OF THE DISTRICT FOR WHAT THE DISTRICT HAS DETERMINED ARE LEGITIMATE EDUCATIONAL INTERESTS, A PARTY WITH OR WITHOUT WRITTEN CONSENT FROM THE STUDENT, OR A PARTY SEEKING DIRECTORY INFORMATION.	AC				AC= AS LONG AS DISCLOSED RECORDS IS MAINTAINED.		SEE RSIN 1.1.077 FOR RELEASE OF NON-FERPA RECORDS.	34 CFR 99.32(a)(2).
SHC05	16.1.031 a	DAILY PRESCRIPTIONS LOGS.	THIS SERIES DOCUMENT STUDENT HEALTH CENTER ON A DAILY BASIS INVENTORY AND OTHER RECORDS OF THE PURCHASE, ACQUISITION, DISPOSAL, OR DISPENSATION OF THE DRUGS; AS REQUIRED BY FEDERAL LAW, AND THE RULES OF THE TEXAS STATE BOARD OF PHARMACY.	AC	2			AC=THE LATER OF THE DATE THAT THE RECORD WAS REQUIRED TO BE CREATED, THE RECORD WAS ACTUALLY CREATED, OR THE PRESCRIPTION WAS LAST FILLED.		CAUTION: SEE LEGAL CITATIONS FOR SPECIAL FILING REQUIREMENTS FOR CONTROLLED SUBSTANCE AND ELECTRONIC PRESCRIPTIONS.	21 CFR 1304.04(a). HEATH AND SAFETY CODE, SECTION 481.067(c); 37 TAC 13.207.

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SHC07	16.1.026	ENVIRONMENTAL HEALTH & SAFETY PATIENT RECORDS - MEDICAL.	THIS SERIES DOCUMENTS THE MEDICAL SERVICE PROVIDED TO FACULTY AND STAFF IN A NON-HOSPITAL. PATIENT RECORDS - MEDICAL.	AC	20			AC=OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINSTRATION) REQUIREMENT.			22 TAC 165.1 (b) & (c).