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US – Until Superseded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
TED28	15.2.007	REGISTRATION FORMS.	REGISTRATOIN FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENTS ARE REGISTERED FOR AT THE BEGINNING OF AN ACADEMIC TERM, INCLUDING DOCUMENTATION EVIDENCING THE CONDITIONS UNDER WHICH COURSES ARE UNDERTAKEN.	AC	1			AC=END OF SCHOOL TERM.			
TED30	15.2.035	WITHDRAWAL AUTHORIZATIONS FORMS.	REQUESTS AND AUTHORIZATIONS FOR A STUDENT TO WITHDRAW FROM CLASSES AFTER CALENDAR DEADLINES WITHOUT ACADEMIC PENALTY FOR REASONS ACCEPTABLE TO A UNIVERSITY.	AC	1			AC=END OF SCHOOL TERM.			
TED32	15.2.028	GRADUATE STUDENT FILES FOR TEACHER ED.	ELIGIBLE STUDENTS FOR THE TEACHER EDUCATION GRADUATE PROGRAM; MAY INCLUDE BUT NOT LIMITED TO: APPLICATION FOR ADMISSION, ACCEPTANCE LETTERS, ENTRANCE EXAM SCORES, TRANSCRIPTS FROM OTHER COLLEGES, LETTERS OF RECOMMENDATION, RECRUITMENT MATERIAL.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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TED34	3.1.014	FACULTY SEARCH FILES.	FACULTY NOTES OF INTERVIEWS WITH CANDIDATES AND QUESTIONS ASKED. ALL OTHER RECORDS THAT DOCUMENT THE SELECTION PROCESS.	AC	2			AC=DATE OF THE MAKING OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER OCCURS LATER.		CAUTION: DOES NOT INCLUDE CRIMINAL HISTORY CHECKS: SEE RSIN 3.1.026 DOES NOT INCLUDE DRUG SCREENING TEST RESULTS; SEE RSIN 3.1.040A/B/C DOES NOT INCLUDE PRE-EMPLOYMENTS SKILLS TESTS; SEE RSIN 3.3.027 AND 3.3.028 DOES NOT INCLUDE PRE-EMPLOYMENT POLYGRAPH EXAMINATIONS; SEE RSIN 3.1.043	29 CFR 1602.49(a) [STATE UNIVERSITIES]