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US – Until Superseded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
UPB06	1.1.069	REPORTS - TEACHER WORKLOADS.	UPWARD BOUND STUDENT-CLASS WORKLOAD REPORTS BY ACADEMIC TERM.	AC	1			AC=END OF TERM.		CAUTION: IF REPORTS ARE USED TO DOCUMENT PERFORMANCE MEASURES, SEE RSIN 1.1.064	
UPB22	4.7.008a	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS. - AWARDED	THIS SERIES DOCUMENTS STATE AND FEDERAL GRANT PROJECTS PARTICIPATED IN OR ADMINISTERED BY STATE AGENCIES. IT INCLUDES GRANT AUTHORIZATION RECORDS, WHICH PROVIDE EVIDENCE OF THE AWARD OF GRANTS TO OR BY AGENCIES; GRANT/PROJECT FINANCIAL OR PERFORMANCE REPORTS , WHICH ARE PERIODIC REPORTS OF FINANCIAL ACTIVITY AND/OR PROGRAM PERFORMANCE RELATED TO GRANTS RECEIVED OR MADE BY AGENCIES.	AC	3			AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		CAUTION: RETENTION REQUIREMENTS MAY VERY DEPENDING ON THE SPECIFIC FUNDING AGENCY. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD.	
UPB23	4.7.008b	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS. - NON-AWARDED	NON-AWARDED, DENIED, OR UNFUNDED GRANT APPLICATIONS AND PROPOSALS.	AC	2			AC = DATE OF NOTIFICATION			

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UPB27	15.1.001	APPLICATIONS FOR ADMISSION OR READMISSION.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY 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 ADMISSION RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	8 CFR 214.3(g).
UPB32	15.2.026	STUDENT ADVISING FILES.	THIS SERIES INCLUDES RECORDS OF ACADEMIC ADVISEMENT TO STUDENTS. SERIES MAY INCLUDE ADVISORS' NOTES, ADVISING CHECKLISTS, AND CONVENIENCE COPIES OF GRADE RECORDS MAINTAINED BY REGISTRARS.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 18.2.005 FOR STUDENT ATHLETE REPORTING REQUREMENTS.	