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US – Until Superseded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
VPA27	17.2.002	ACADEMIC RECORDS (ACCREDITATION LETTER).	THIS SERIES REFLECTS GRADES AWARDED BY INSTRUCTORS AND SERVES AS THE BASIS FOR STUDENTS' OFFICIAL ACADEMIC RECORDS. ALSO CALLED PERMANENT RECORDS CARDS, GRADE CARDS, GRADE SHEETS. RECORDS USUSALLY INCLUDE: STUDENT NAMES AND SOCIAL SECURITY NUMBER OR ID NUMBERS; COURSE TITLES AND NUMBERS; SECTIONS; GRADES AWARDED; AND INSTRUCTORS' SIGNATURES.	PM					O	CONSISTS OF ALL THE COLLEGES IN THE UNIVERSITY; UT POLICY. CAUTION: THIS RETENTION PERIOD APPLIES TO RECORDS OF THE REGISTRAR. DEPARTMENTAL COPIES OF GRADE SHEETS ARE CONVENIENCE COPIES.	
VPA29	15.2.014	DEGREE AUDIT RECORDS.	THIS SERIES DOCUMENTS STUDENT COMPLETION OF DEGREE REQUIREMENTS, INCLUDING AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS. THE SERIES MAY INCLUDE OFFICIAL GRADUATION AUDIT FORMS THAT LIST STUDENTS' NAMES; COLLEGES; MAJORS; DEGREES; MINORS; THE BREAKDOWN OF INSTITUTIONAL DEGREE REQUIREMENTS AND HOW THE APPLICANTS HAVE FULFILLED THEM; GRADE POINT AVERAGES; DEANS' RECOMMENDATIONS/COMMENTS AND SIGNATURES; AND COMPREHENSIVE EXAMINATIONS.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
VPA30	1.1	REGENT RULES, UT SYSTEM GUIDELINES.	REGENT RULES, UT SYSTEM GUIDELINES.	US	5				I		

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VPA35	3.1.037	EMPLOYEE RECOGNITION RECORDS	AWARDS, INCENTIVES, FACULTY TENURE.	AC	5			AC=TERMINATION OF EMPLOYMENT.	O		
VPA36	17.1.009	DEGREE PROPOSALS (PROGRAM DEVELOPMENT RECORDS).	THIS SERIES PROVIDES A RECORD OF PLANNING AND DISCUSSIONS RELATING TO THE IMPLEMENTATION OF NEW UNDERGRADUATE AND ADVANCED DEGREE PROGRAMS AND ANY MAJOR REORGANIZATION OR CHANGES TO ESTABLISHED PROGRAMS. THIS SERIES MAY INCLUDE BUT NOT LIMITED TO: WORKING PAPERS; LETTER OF SUPPORT; REVIEW AGENDAS; FACULTY STATUS REPORTS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM						RECORD KEPT IN PAPER AND ELECTRONIC FORMAT.	
VPA38	15.5.002	3, 5 AND 10 YEAR PROGRAM REVIEWS (TO THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	NEW PROGRAMS MUST SUBMIT A YEARLY PROGRAM REVIEW FOR THE FIRST FIVE YEARS OF ITS EXISTENCE. GRADUATE PROGRAM REVIEWS ARE REQUIRED EVERY 7 YEARS FOR THE GRADUATE PROGRAMS.	PM							
VPA40	15.5.002	PROGRAM APPROVALS (FROM THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	PROGRAM APPROVALS ARE LETTERS FROM THE THECB (TEXAS HIGHER EDUCATION COORDINATING BOARD) APPROVING NEW DEGREE PROGRAMS AND CHANGES TO THE EXISTING DEGREE PROGRAMS.	PM							

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VPA42	15.5.002	STUDENT LEARNING OUTCOMES REPORTS (EVERY 10 YEARS TO THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	THESE ARE REGULAR ASSESSMENTS OF LEARNING OUTCOMES IN ACADEMIC PROGRAMS THAT ARE USED FOR CONTINUOUS IMPROVEMENT THAT USED TO BE REPORTED TO THE THECB (TEXAS HIGHER EDUCATION COORDINATING BOARD), IN CONJUNCTION WITH REAFFIRMATION OF ACCREDITATION. [THEY ARE REPORTED TO THE REGIONAL ACCREDITOR SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC) EVERY 5 YEARS, AS PART OF THE COMPLIANCE CERTIFICATION REPORT FOR REAFFIRMATION OF ACCREDITATION OR AS PART OF THE 5TH YEAR INTERIM REPORT.	PM							
VPA44	15.5.002	CORE CURRICULUM REVIEW REPORTS (EVERY 10 YEARS TO THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	THESE ARE REGULAR ASSESSMENTS OF CORE OBJECTIVES THAT ARE REPORTED TO SACSCOC (SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISION ON COLLEGES) AND TO THE THECB (TEXAS HIGHER EDUCATION COORDINATING BOARD) AT THE TIME OF REAFFIRMATION OF ACCREDITATION, EVERY 10 YEARS.	PM							