

STATE OF TEXAS							SLR 105	
							Form SLR105C must accompany this form	
Records Retention Schedule							1 Page 41 of 104	
2. Agency Code 724		3. Agency Name The University of Texas at El Paso						
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title	7. Retention Period			8. Archival	10. TSLAC Only	
			Office	Storage	Total	9. Remarks		
1.3.002	COP12	PUBLICATION DEVELOPMENT FILES.	AV		AV	O	ORIGINAL PUBLICATIONS KEPT IN THE OFFICE OF THE DEPARTMENT CHAIR.	
5.1.007	COP14	REQUISITIONS FOR IN-AGENCY COPY / PRINTING SERVICE.	AV		AV			
5.1.001	DHC19	CONTRACTS AND LEASES.	AC+5		AC+5		AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.	
	DOS29	DISCIPLINARY ACTION (STUDENT) - DOCUMENTS PERTAINING TO INCIDENTS NOT RESULTING IN FURTHER INVESTIGATION.	AC+1		PM		DATE OF INCIDENT. KEPT SEPARATE FROM ACADEMIC STUDENT RECORD. PER DEPARTMENTAL POLICY.	
	DOS30	DISCIPLINARY ACTION (STUDENT) - CASES DISMISSED BY HEARING PANEL. INCLUDES WRITTEN DECISIONS OF HEARING PANEL (FERPA DATA/DOCUMENTS) AND STUDENT STATEMENTS ON SAME.	AC+5		PM		DATE OF INCIDENT. KEPT SEPARATE FROM ACADEMIC STUDENT RECORD. PER DEPARTMENTAL POLICY.	

**Codes:**

AC=After Close AV= Administratively Valuable  
CE=Calendar Yr End FE=Fiscal Yr End  
LA=Life of Asset MO=Months  
PM=Permanent US=Until Superseded

I=Retain in Archives  
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	DOS31	DISCIPLINARY ACTION (STUDENT) - CASES IN WHICH HEARING PANEL LEVIES PENALTY. INCLUDES WRITTEN DECISIONS OF HEARING PANEL (FERPA DATA/DOCUMENTS) AND STUDENT STATEMENTS ON SAME.	PM		PM	PM=DATE OF INCIDENT. KEPT SEPARATE FROM ACADEMIC STUDENT RECORD. RETENTION IS PERMANENT IF PENALTY CALLS FOR A) THE STUDENT'S SUSPENSION OR EXPLUSION; B) DENIAL OR REVOCATION OF STUDENT'S DEGREE; AND/OR C) WITHDRAWAL OF STUDENT'S DIPLOMA. FOR ALL OTHER PENALTIES SEE RULES AND REGULATIONS OF THE BOARD OF REGENTS, SERIES 50101, SECTION 8.		
	DSS06	STUDENT FILE WITH DISABILITY MEDICAL DOCUMENTATION AND ELIGIBILITY FOR SERVICES.	AC+5		AC+5	AC=GRADUATION OR LAST DATE OF ATTENDANCE AS RECORDED IN DISABLED STUDENT SERVICES DATABASE.		
3.4.006	DSS07	TIMESHEETS FOR NOTE TAKERS (STIPENDS).	FE+4		FE+4	40 TAC 815.106(i).		

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