

## STATE OF TEXAS

SLR 105  
Form SLR105C must  
accompany this form

## Records Retention Schedule

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2. Agency Code		3. Agency Name		7. Retention Period			8. Archival		10. TSLAC Only
724		The University of Texas at El Paso		Office	Storage	Total	9. Remarks		
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title		7. Retention Period			8. Archival		10. TSLAC Only
1.2.012	PUR36	RECORDS INVENTORY WORKSHEETS.		US		US			
1.2.014	PUR37	RECORDS MANAGEMENT PLANS - RECORDS MANAGEMENT PLANS AND SIMILAR RECORDS THAT ESTABLISH THE POLICIES AND PROCEDURES UNDER WHICH RECORDS AND INFORMATION ARE MANAGED IN AN AGENCY.		US+1		US+1			
	REG54	APPLICATION FOR GRADUATION.		AC+5		AC+5	AC=AFTER DATE SUBMITTED.		
	REG55	GRADUATION DIPLOMA.		PM		PM			
	REG56	GRADUATION DIPLOMA SIGN-OUT FORM.		PM		PM			
	REG57	AUDIT REGISTRATION - STUDENT RECORDS.		AC+1		AC+1	AC=AFTER DATE SUBMITTED.		
	REG58	STUDENT REGISTRATION AND CHANGE OF COURSE (ADD / DROP) FORMS.		AC+1		AC+1	AC=END OF SEMESTER.		

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	REG59	CHANGE OF GRADE FORM.		PM		PM			
	REG60	FACULTY GRADE ROSTERS.		PM		PM	I	SUBMISSIONS RECEIVED BY REGISTRARS OFFICE AFTER POSTING DEADLINE HAS ELAPSED.	
	REG61	CORRESPONDENCE - RELEVANT - STUDENT RECORDS.		AC+5		AC+5		AC=GRADUATION OR DATE OF LAST ATTENDANCE.	
	REG62	CREDIT BY EXAMINATION FORMS.		AC+5		AC+5		AC=GRADUATION OR DATE OF LAST ATTENDANCE.	
	REG71	OFFICIAL GRADUATION LIST FROM DEANS, WITH ADDENDA.		PM		PM	I		
	REG74	NAME AND SSN CHANGE AUTHORIZATIONS - STUDENTS.		AC+5		AC+5		AC=GRADUATION OR DATE OF LAST ATTENDANCE.	
	REG75	PASS / FAIL REQUESTS - STUDENTS.		AC+1		AC+1		AC=AFTER DATE SUBMITTED.	

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	REG76	PERSONAL DATA INFORMATION FORMS (BACTERIAL MENINGITIS). WHO DO NOT ENTER.		AC+1		AC+1	AC=AFTER DATE SUBMITTED.		
	REG76A	PERSONAL DATA INFORMATION FORMS (BACTERIAL MENINGITIS). WHO DO ENTER.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	REG77	DEPARTMENTAL REGISTRATION REQUESTS (ADD / DROP AND COURSE WAIVERS).		AC+1		AC+1	AC=AFTER DATE SUBMITTED.		
	REG78	TRANSCRIPTS REQUEST (STUDENTS).		AC+1		AC+1	AC=AFTER DATE SUBMITTED.		
	REG79	EXCHANGE PROGRAM TRANSFER CREDIT EVALUATIONS - STUDENT RECORDS.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	REG81	COMPLETE WITHDRAWAL AUTHORIZATIONS TO INCLUDE: (STUDENTS) - MILITARY LEAVE, MEDICAL, ADMINISTRATIVE, FAMILY EMERGENCY, DEATH OF STUDENT, DEATH OF FAMILY MEMBER.		AC+5		AC+5	AC=AFTER DATE SUBMITTED.		

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1.3.001	REG82	CATALOGS - INSTITUTIONAL.		PM		PM	I	ONE COPY TO BE RETAINED. ARCHIVES NOTES: THE REQUIRED COPIES OF THE CATALOGS SHOULD BE SENT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, BY LAW (GOVERNMENT CODE S 441.101.441.106).	
	REG83	COMMENCEMENT PROGRAM.		PM		PM	I		
	REG87	CLASS SCHEDULES - INSTITUTIONAL.		PM		PM	I	RECORD KEPT IN ELECTRONIC FORMAT AND PAPER MEDIUM.	
	REG89	STUDENT REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION.		AC+1		AC+1		AC=END OF SEMESTER.	
	REG90	EXCHANGE PROGRAM FOREIGN TRANSCRIPTS.		AC+5		AC+5		AC=GRADUATION OR DATE OF LAST ATTENDANCE.	

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	REG100	DIPLOMA RELATED REPLACEMENT / SHIPMENT REQUESTS.		AC+1		AC+1	AC=AFTER DATE SUBMITTED.		
4.6.002	REG101	RECONCILIATION OF ACCOUNT / RECEIPTS (TRANSCRIPTS, DIPLOMA REPLACEMENT / SHIPMENT).		FE+3		FE+3			
	REG102	PROOF OF MENINGITIS VACCINE RECORD. STUDENTS WHO DO ENTER.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.		
	REG103	SUBPOENAS.		PM		PM	PM=FERPA REQUIRES THAT DOCUMENTATION OF INFORMATION DISCLOSURES TO AN OUTSIDE PARTY WITHOUT WRITTEN CONSENT MUST BE RETAINED PERMANENTLY. 34 CFR 99.32(a)(2).		
	REG104	ENROLLMENT VERIFICATIONS.		AC+1		AC+1	AC=DATE OF VERIFICATION.		

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	REG105	CHANGE OF ADDRESS - STUDENTS.		AC+5		AC+5	AC=AFTER DATE SUBMITTED.		
	REG106	UT SYSTEM - TELECAMPUS PROGRAM - OFFICIAL STUDENT TRANSCRIPTS.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	REG107	TUITION REBATE FORMS.		AC+1		AC+1	AC=AFTER DATE SUBMITTED.		
	REG108	COURSE REPEAT PETITION FOR GPA RECALCULATION.		AC+5		AC+5	AC=AFTER DATE SUBMITTED.		
	REG109	OPTION 2 DOCUMENTATION. (REINSTATEMENT OF STUDENT AFTER EXTENDED ABSENCE POLICY).		AC+5		AC+5	AC=AFTER DATE SUBMITTED.		
	REG110	ACADEMIC FRESH START DOCUMENTATION.		AC+5		AC+5	AC=AFTER DATE SUBMITTED. TEXAS EDUCATION CODE, SECTION 51.931.		
	REG111	CLASS SCHEDULING AND CHANGE REQUESTS.		AC+1		AC+1	AC=END OF TERM.		

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	REG113	TRANSCRIPTS AUTHORIZATION RELEASE TO THIRD PARTIES.		AC+1		AC+1	AC=AFTER DATE SUBMITTED.		
	RES15	FACULTY/STAFF/ALUMNI AND FAMILY MEMBERS REGISTRATION FORMS (TO INCLUDE LIABILITY WAIVERS).		AC+3		AC+3	AC=CESSATION OF ACTIVITY FOR WHICH THE WAIVER WAS SIGNED.		
	RES16	PROGRAM SCHEDULE (RECREATIONAL SPORTS).		FE+1		FE+1			
	RES17	STUDENT INTRAMURAL SPORTS MEMBERSHIP FORMS (TO INCLUDE LIABILITY WAIVERS).		AC+3		AC+3	AC=CONCLUSION OF INTRAMURAL SPORTS SEASON.		
5.2.026	RES18	FACILITIES RESERVATION LOGS.		2 YRS		2 YRS			
5.2.015	RES19	INVENTORY, NOTICES OF EQUIPMENT REMOVED FORM.		FE+3		FE+3			
1.1.014	RSP03	LEGAL OPINIONS AND ADVICE ON INTELLECTUAL PROPERTY.		AV		AV	O		

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