



# 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 US – Until Superseded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			9. AC Definition	10. Archival	11. Remarks
					Years	Months	Days			
CAR20	15.4.007	STUDENTS WRITTEN CONSENT FOR RECORDS DISCLOSURE.	STUDENT CONSENT FORM.	AC	2			AC=UNTIL TERMINATION OR LIFE OF AFFECTED RECORD.		
CAR21	15.2.002	STUDENT JOB PLACEMENT RECORDS.	STUDENT JOB RELATED FORMS.	AC	1			AC= GRADUATION OR DATE OF LAST ATTENDANCE.		
CAR23	16.5.010	EMPLOYER INFORMATION - INTERVIEW SETUP & CAREER FAIR REGISTRATION.	JOB FAIR RECRUITER INFORMATION.		2					SEE RSIN 1.1.019 FOR MARKETING MATERIALS.  SEE RSIN 15.5.005 FOR UNIVERSITY STUDENT RECRUITMENT.