

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US - Until Superseded

A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist E – Exempt from archival review and transfer

Archival Codes (Field 10)

1 of 7

1. Agency	Code: 724		2. Agency Name: University of Texas El Pasc)							
3.	4.	5.	6.	. Code	8. Ret	tention	ı	9.	Archival	11.	12.
Agency Item No.	Record Series Item No.	Record Series Title	Description	7. Ret.	Years	Months	Days	AC Definition	10.	Remarks	Legal Citations
SAT18	15.1.002	PLACEMENT SCORES - APPLICANTS WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY 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.	AC	1			AC = END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	



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1. Agency	Code: 724		2. Agency Name: University of Texas El Paso)							
3. Agency Item No.	4. Record Series	5.	6.	7. Ret. Code	8. Rete	Months -	Days	9.	10. Archival	11.	12.
	Item No.	Record Series Title	Description		ĺ	Ĭ		AC Definition		Remarks	Legal Citations
SAT19	15.1.001	PLACEMENT SCORES - APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY 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 ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	3			AC = GRADUATION, DATE OF LAST ATTENDANCE, OR SEPARATION FROM PROGRAM AS APPLICABLE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	8 CFR 214.3(g).



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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 Pasc								
3. Agency Item No.	4. Record Series	5.	6.	. Ret. Code	Kears Years	ention Lyst	ays	9.	10. Archival	11.	12.
item No.		Record Series Title	Description	7	Ye	Months	Δ	AC Definition	` '	Remarks	Legal Citations
SAT20		APPLICANTS WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY 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.	AC	1			AC = END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	

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1. Agency (1. Agency Code: 724		2. Agency Name: University of Texas El Paso)							
3. Agency		5.	6.	Ret. Code	لسنيمان		ays	9.). Archival	11.	12.
Item No.			Description	7.	Years	Months	Da	AC Definition	10.	Remarks	Legal Citations
SAT21		ADMISSION TEST SCORES - APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY 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 ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	3			AC = GRADUATION, DATE OF LAST ATTENDANCE, OR SEPARATION FROM PROGRAM AS APPLICABLE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	8 CFR 214.3(g).



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3. Agency	4. Record	5.	6.	Ret. Code	n	ention	ays	9.		11.	12.
Item No.	Series Item No.	Record Series Title	Description	7.	Years	Months	Da	AC Definition	10.	Remarks	Legal Citations
SAT22	15.1.001	ADVANCED PLACEMENT RECORDS-APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY 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 ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	3			AC = GRADUATION, DATE OF LAST ATTENDANCE, OR SEPARATION FROM PROGRAM AS APPLICABLE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	8 CFR 214.3(g).



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3.		5.	6.	t. Code	8. Rete	entio	n	9.	10. Archival	11.	12.
Agency Item No.	Record Series Item No.	Record Series Title	Description	7. Ret.	Years	Months	Days	AC Definition	10.	Remarks	Legal Citations
SAT23	15.2.002	CREDIT BY EXAMINATION FORMS. NOT ENROLLED/DENIED	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT III), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFI) AND EVALUATIONS, NON-TRADITIONAL TRANSCRIPTS AND CREDENTIALS, LIFE EXPERIENCE RECORDS, REQUESTS FOR ADVANCED CREDIT, AND SIMILAR DOCUMENTATION USED BY A UNIVERSITY TO EVALUATE AND DETERMINE AWARD OF CRED BY ADVANCED PLACEMENT.	AC	1			AC = END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	
SAT24	15.2.009	PLACEMENT MATH TEST SCORES.	TEST SCORES RESULTS ARE USED TO ASSESS MATH READINESS AND PLACE STUDENTS IN THE INITIAL CLASSES.	AC	3			AC = STUDENT SEPARATION FROM THE DEPARTMENT OR INSTITUTION.		VALIDATION TERM OF TEST-2 YEARS. CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS. SEE RSIN 15.2.026 FOR STUDENT ADVICING RECORDS. SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS.	



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LA – Life of Asset

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A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist 7 of 7

LIBRARY ARCHIVES	3 3211	105 7. 2021-07		AV – Administrativ CE – Calendar year	•	PM – Permanent US – Until Superseded	E – E)	empt from archival r	eview and transfe	er
1. Agency Co	de: 724		2. Agency Name: Univ	versity of Texas El Paso)					
4	1.	5.	6.	_	8.	9.	ival	11.		12.

1. Agency	4.	5.	2. Agency Name: University of Texas El Paso6.	Code	8.			9.	Archival	11. 12.	
3. Agency Item No.	Record Series Item No.	Record Series Title	Description	7. Ret. Co	ths		Days	AC Definition		Remarks	Legal Citations
SAT25			TEST SCORES RESULTS ARE USED TO ASSESS ENGLISH AND READING READINESS AND PLACE STUDENTS IN THE INITIAL CLASSES.	AC	3			AC = STUDENT SEPARATION FROM THE DEPARTMENT OR INSTITUTION.		VALIDATION TERM OF TEST-3 YEARS. CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS. SEE RSIN 15.2.026 FOR STUDENT ADVICING RECORDS. SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS.	