

## STATE OF TEXAS

SLR 105  
Form SLR105C must  
accompany this form

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## Records Retention Schedule

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10. TSLAC Only	
724		The University of Texas at El Paso							
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title	Office	Storage	Total	9. Remarks			
5.4.012	ALL599	SECURITY ACCESS RECORDS. RECORDS RELATING TO THE ISSUANCE OF KEYS, IDENTIFICATION CARDS, BUILDING PASSES, PASSWORDS, SIGNED STATEMENTS OR SIMILAR INSTRUMENTS OF ACCESS TO AGENCY FACILITIES, EQUIPMENT OR AUTOMATED SYSTEMS.	AC+2		AC+2		AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.		
5.5.002	ALL600	LONG DISTANCE TELEPHONE LOGS.	AV		AV				
5.6.005	ALL620	MILEAGE REPORTS.	FE+3		FE+3				
1.1	ALR01	GIFT RECORDS OR DONOR FILES.	PM		PM	I	SECURITY IS OPEN WITH RESTRICTIONS.		
	ALR02	COMMENCEMENT PROGRAMS.	PM		PM				
	ANE23	TEST SCORES - APPLICANTS WHO DO NOT ENTER.	AC+1		AC+1		AC=APPLICATION TERM.		

**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 PM=Permanent US=Until Superseded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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	ANE24	TEST SCORES - APPLICANTS WHO DO ENTER.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	ANE25	TRANSCRIPTS - HIGH SCHOOL & COLLEGE/APPLICANTS WHO DO NOT ENTER.		AC+1		AC+1	AC=APPLICATION TERM.		
	ANE26	TRANSCRIPTS - HIGH SCHOOL & COLLEGE/APPLICANTS WHO DO ENTER.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	ANE29	APPLICATION FOR ADMISSION OR READMISSION - APPLICANTS WHO DO NOT ENTER.		AC+1		AC+1	AC=APPLICATION TERM.		
	ANE30	RESIDENCY CLASSIFICATION FORMS.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	ANE31	TUITION ADJUSTMENT / TUITION WAIVER FORMS.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	ANE33	APPLICATION FOR ADMISSION OR READMISSION - APPLICANTS WHO DO ENTER.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		

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