

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		Office	Storage	Total	9. Remarks	
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title						
	BIO32	FIELD TRIP INSURANCE DOCUMENTATION - STUDENTS.	3 YRS		3 YRS			
4.5.001	BUG52	BUDGET PREPARATION DOCUMENTS.	10 YRS		10 YRS			
	BUG53	OPERATING BUDGETS.	PM		PM			
1.1.004	BUG54	LEGISLATIVE APPROPRIATION REQUESTS (LAR).	PM		PM	I	SEND COPIES TO THE PUBLICATIONS DEPOSITORY PROGRAM OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION,	
4.5.001	BUG55	LAR PREPARATION DOCUMENTS.	10 YRS		10 YRS			
4.2.002	BUR07	CASH RECEIPTS, INCLUDES RECEIPTS FOR FEES.	FE+3		FE+3			

**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 PM=Permanent US=Until Superseded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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4.2.003	BUR08	CASH RECEIPTS LOGS - DAILY (CASHIER REPORTS).	FE+3		FE+3			
4.5.002	BUR10	INTERNAL REPORTS - COLLECTION AGENCY REPORTS.	FE+3		FE+3			
	BUR13	EMERGENCY TUITION LOAN.	AC		AC	AC=END OF THE PERIOD FOR WHICH THE LOAN WAS INTENDED. RECORD KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.		

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	BUR15	TUITION AND FEE CHARGES (PROMISSORY NOTE).	AC		AC	AC=PERKINS ORIGINAL PROMISSORY NOTES TO BE RETAIN UNTIL THE LOAN IS SATISFIED OR THE DOCUMENTS ARE NO LONGER NEEDED TO ENFORCE OBLIGATIONS. RECORD KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.		
	BUR17	INSUFFICIENT FUND RECORDS.	PM		PM			

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	BUR18	PERKINS LOAN RECORDS.	AC+3		AC+3	AC= DATE THE LOAN IS ASSIGNED, CANCELLED, OR REPAYED. RECORD KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.		
	CAR20	STUDENTS WRITTEN CONSENT FOR RECORDS DISCLOSURE.	AC+2		AC+2	AC=UNTIL TERMINATION OR LIFE OF AFFECTED RECORD.		
	CAR21	STUDENT JOB PLACEMENT RECORDS.	AC+1		AC+1	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	CAR23	EMPLOYER INFORMATION - INTERVIEW SETUP & CAREER FAIR REGISTRATION.	2 YRS		2 YRS			

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