

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		7. Retention Period			8. Archival		10. TSLAC Only		
	HIS15	SCHEDULE OF CLASSES (STUDENTS).		AC+1		AC+1	AC=GRADUATION OR DATE OF LAST ATTENDANCE.				
1.1.067	HON06	REPORTS AND STUDIES (NON-FISCAL).		1 YR	2 YRS	3 YRS	O				
	HON35	APPLICANTS WHO DO ENTER - RECRUITMENT MATERIAL.		AC		AC	AC=ENROLLMENT.				
	HON40	GRADUATION LISTS.		2 YRS		2 YRS	PERMANENT GRADUATION LIST RESIDES AT THE REGISTRAR'S OFFICE.				
	HON41	ADMISSION APPLICATIONS - (FERPA APPLIES, BUT RECORDS ARE SUBJECT TO TEXAS OPEN RECORDS LAW). WHO DO NOT ENTER.		AC+1		AC+1	AC=AFTER APPLICATION TERM.				
	HON41A	ADMISSION APPLICATIONS - (FERPA APPLIES, BUT RECORDS ARE SUBJECT TO TEXAS OPEN RECORDS LAW). WHO DO ENTER.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.				
	HON42	SCHOLARSHIP RECIPIENT HONORS AWARD.		AC+1		AC+1	AC=END OF SCHOOL TERM.				

Codes:

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	HON43	EXCHANGE STUDENT REPORT TO COORDINATING BOARD.		PM		PM			
1.1.040	HSC11	SPEECHES AND PAPERS.		AC		AC	O	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
4.5.002	HSC33	INTERNAL FISCAL MANAGEMENT REPORTS.		FE+3		FE+3		ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
	HSC52	SYLLABUS - COURSE CONTENT.		PM		PM		USED TO ASSESS EQUIVALENCY OF TRANSFER COURSES. RECORD MAY BE KEPT IN ELECTRONIC AND PAPER MEDIUM.	
	HSC53	FACULTY ENROLLMENT STATISTICS.		5 YRS		5 YRS		CERTIFIED HEALTH EDUCATORS SPECIALIST, TEXAS AND THE NATIONAL COMMITTEE FOR HEALTH EDUCATION CREDENTIALING, REQUIRE THAT THIS BE RETAINED FOR 5 YEARS.	

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