

STATE OF TEXAS

SLR 105
Form SLR105C must
accompany this form

Records Retention Schedule

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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
3.1.037	HUM60	EMPLOYEE RECOGNITION RECORDS. AWARDS, INCENTIVES, TENURE, ETC.		AC+5		AC+5	AC=TERMINATION OF EMPLOYMENT.		
	HUM61	FACULTY CREDENTIALS DOCUMENTS.		AC		AC	AC=SEPARATION OF EMPLOYEE, AFTER WHICH FILE IS TO BE INCORPORATED INTO STAFF MEMBER'S PERSONNEL FILE.		
3.1.026	HUM62	CRIMINAL HISTORY CHECKS.		AC		AC	AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED.		
1.1.040	IAB07	SPEECHES AND PAPERS.		AC		AC	O	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
	INT17	FOREIGN STUDENT IMMIGRATION FORMS & RECORDS.		AC+8		AC+8	AC=GRADUATION OR DATE OF LAST ATTENDANCE. RECORD KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.		

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 PM=Permanent US=Until Superseded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
 O=Review by Archivist

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	INT18	PASE (PROGRAMA DE ASISTENCIA ESTUDIANTIL) - MEXICAN STUDENTS FINANCIAL RECORDS (SUPPORTING DOCUMENTATION).		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE. RECORD KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.		
1.1.043	ITC01	TRAINING MATERIALS. INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.		US+1		US+1			
3.1.027	ITC02	TRAINING RECORDS. CERTIFICATES OF COMPLETION, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, OR TESTING OF AN EMPLOYEE.		AC+5		AC+5	AC=TERMINATION OF EMPLOYMENT.		
	ITC03	COMPLIANCE PLAN AND ANNUAL RISK ASSESSMENT.		US+1		US+1			
	ITC04	COMPLIANCE INVESTIGATION RECORDS.		AC+3		AC+3	AC=AFTER RESOLUTION OF INVESTIGATION.		
	ITC06	REVIEWS OR INSPECTIONS OF COMPLIANCE RISK AREAS.		FE+3		FE+3			

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