

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	7. Retention Period			9. Remarks	10. TSLAC Only		
			Office	Storage	Total				
1.1.002	MAI16A	AUDITS - INTERNAL (METER AUDITS).	AC+7		AC+7	AC=CONCLUSION OF AUDIT. TO BE MAINTAINED BY INTERNAL AUDIT OFFICE OF COMPONENT.			
5.1.001	MAI17	POST OFFICE BOX RENTAL AGREEMENTS.	AC+4		AC+4	AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.			
	MIG01	MINER GOLD CARD INTERNAL MANAGEMENT REPORTS.	AC+1		AC+1	AC=END OF SCHOOL TERM. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.			
1.1.043	MIL07	TRAINING MATERIALS.	US+1		US+1				
	MIL22	ROTC CADET STUDENT FILES (ENLISTMENT CONTRACT, TRANSCRIPT, PHYSICAL).	AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
5.1.001	MIN16	CONTRACTS AND LEASES - STUDENT HOUSING CONTRACT.	AC+4		AC+4	AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.			

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 PM=Permanent US=Until Superseded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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			Office	Storage	Total	9. Remarks		
	MIN19	MINER VILLAGE - STUDENT FILE. (HOUSING APPLICATION, CONTRACT, ROOM CONDITION REPORT, EMERGENCY INFO. SHEET, MOVE-IN CHECKLIST, COPY OF PICTURE ID, COPY OF WELCOME LETTER, CHARGE AGREEMENT SLIP, HOUSING RENT RECEIPT, PARKING PERMIT SLIP, CONTRACT FOR COMMUNITY, ETC.).	AC+4		AC+4	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	MIS13	ALL DOCUMENTS RELATING TO DEPARTMENT OF VETERANS AFFAIRS (VA) BENEFITS. INCLUDES CORRESPONDENCE / EMAILS.	AC+3		AC+3	AC=LAST TERM CERTIFIED FOR VA EDUCATIONAL BENEFITS.		

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