

STATE OF TEXAS

SLR 105
Form SLR105C must
accompany this form
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Records Retention Schedule

2. Agency Code 724		3. Agency Name The University of Texas at El Paso						
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title	7. Retention Period			8. Archival	10. TSLAC Only	
			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.		

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 PM=Permanent US=Until Superseded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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	MIS14	ALL DOCUMENTS RELATING TO HAZELWOOD BENEFITS. INCLUDES CORRESPONDENCE / EMAILS.	AC+5		AC+5	AC=DATE OF FINAL AUDIT ACCEPTANCE BY DEPT. OF EDUCATION. CROSS REFERENCE TO FIN.17. FINANCIAL AID OFFICE WILL CONTROL DESTRUCTION AUTHORIZATION OF THESE RECORDS. MILITARY SERVICES WILL PROCESS AUTHORIZATIONS FOR CONVERTING PAPER DOCUMENTS TO ELECTRONIC THAT ARE STORED IN APPLICATION EXTENDER IN THE MILITARY SERVICES FOLDER.	

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