### STATE OF TEXAS

#### Records Retention Schedule

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<tbody>
<tr>
<td>724</td>
<td>The University of Texas at El Paso</td>
<td>MIN19</td>
<td></td>
<td>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.).</td>
<td>AC+4</td>
<td>AC+4</td>
<td>AC=GRADUATION OR DATE OF LAST ATTENDANCE.</td>
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<tr>
<td></td>
<td></td>
<td>MIS13</td>
<td></td>
<td>ALL DOCUMENTS RELATING TO DEPARTMENT OF VETERANS AFFAIRS (VA) BENEFITS. INCLUDES CORRESPONDENCE / EMAILS.</td>
<td>AC+3</td>
<td>AC+3</td>
<td>AC=LAST TERM CERTIFIED FOR VA EDUCATIONAL BENEFITS.</td>
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**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- US=Until Superseded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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**SLR 105**

Form SLR105C must accompany this form
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<tr>
<td>724</td>
<td>The University of Texas at El Paso</td>
<td>MIS14</td>
<td></td>
<td>ALL DOCUMENTS RELATING TO HAZELWOOD BENEFITS. INCLUDES CORRESPONDENCE / EMAILS.</td>
<td>AC+5</td>
<td>AC+5</td>
<td>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.</td>
</tr>
</tbody>
</table>

Codes:
AC=After Close    AV= Administratively Valuable
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