<table>
<thead>
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<tr>
<td>SHC05</td>
<td></td>
<td>DAILY PRESCRIPTIONS LOGS.</td>
<td>AC+7</td>
<td>AC+7</td>
<td>AC=DATE OF LAST TREATMENT; OR FOR PATIENTS LESS THAN 18 YRS OF AGE WHEN LAST TREATED. THE PATIENT'S 14TH BIRTHDAY (SO THE RECORD IS KEPT AT LEAST UNTIL THE PATIENT'S 21ST BIRTHDAY) OR THE DATE THAT THE PATIENT WAS LAST TREATED WHICHEVER DATE IS LATER. TEXAS BOARD OF MEDICAL EXAMINERS. 22 TAC 165.1 (b) &amp; (c).</td>
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<tr>
<td>TED28</td>
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<td>REGISTRATION FORMS.</td>
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<td>AC=END OF SCHOOL TERM.</td>
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<td>TED30</td>
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<td>WITHDRAWAL AUTHORIZATIONS FORM.</td>
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<td>AC=END OF SCHOOL TERM.</td>
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<tr>
<td>TED32</td>
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<td>GRADUATE STUDENT FILES FOR TEACHER ED.</td>
<td>AC+5</td>
<td>AC+5</td>
<td>AC=GRADUATION OR DATE OF LAST ATTENDANCE.</td>
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### Records Retention Schedule

<table>
<thead>
<tr>
<th>Item #</th>
<th>Department Series Item #</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
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<tbody>
<tr>
<td>3.014</td>
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<td>4.001</td>
<td>TKC15</td>
<td>CASH DEPOSIT VOUCHERS (DEPOSIT RECAP, CREDIT CARD SLIP COPIES).</td>
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<td>4.001</td>
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<td>TKC21</td>
<td>TICKET STOCK - BALANCING (VOID / REFUNDS).</td>
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<td>TKC22</td>
<td>RECONCILIATIONS (BIS ENTRIES) BUSINESS INFORMATION SYSTEMS.</td>
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<td>ULR01</td>
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<td>CONVOCATION PROGRAMS.</td>
<td>PM</td>
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<td>ULR03</td>
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<td>COMMENCEMENT PROGRAMS.</td>
<td>PM</td>
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</tbody>
</table>

**Agency Code**: 724  
**Agency Name**: The University of Texas at El Paso  

**Retention Period**:  
- **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  

**Archival**:  
- **I**: Retain in Archives  
- **O**: Review by Archivist  

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**Notes**:
- ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.
- ORIGINAL INCOME DOCUMENTATION, SALES, TICKETS & AUDITS.
- AC=AFTER POSITION FILLED.

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**Form SLR105C must accompany this form**

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**SLR 105**

STATE OF TEXAS

The University of Texas at El Paso

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**Codes:**
- AC=After Close  
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