

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	Office	Storage	Total	9. Remarks			
5.2.026	UNN07	FACILITIES RESERVATION LOGS.	2 YRS		2 YRS				
4.3.001	UNN09	DYNAMITE GAMING (RECREATION CENTER) REGISTER TAPE TRANSACTIONS.	FE+3		FE+3				
4.1.003	UNN11	DYNAMITE GAMING (RECREATION CENTER) GAMING SALES STUBS.	FE+3		FE+3				
5.6.005	UNN12	UNION SERVICES VEHICLE MILEAGE REPORTS.	FE+3		FE+3				
1.1.069	UPB06	REPORTS - TEACHER WORKLOADS.	AC+1		AC+1	AC=END OF TERM.			

**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 PM=Permanent US=Until Superseded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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4.7.008	UPB22	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.	AC+3		AC+3		AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
	UPB27	APPLICATIONS FOR ADMISSION OR READMISSION.	AC+5		AC+5		AC=GRADUATION OR DATE OF LAST ATTENDANCE.	
	UPB28	TEST SCORES - APPLICANTS WHO DO ENTER.	AC+5		AC+5		AC=GRADUATION OR DATE OF LAST ATTENDANCE.	
	UPB29	TRANSCRIPTS - HIGH SCHOOL.	AC+5		AC+5		AC=GRADUATION OR DATE OF LAST ATTENDANCE.	
	UPB30	TRANSCRIPTS - OTHER COLLEGES.	AC+5		AC+5		AC=GRADUATION OR DATE OF LAST ATTENDANCE.	

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	UPB31	FINANCIAL AID DOCUMENTS.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	UPB32	STUDENT COUNSELING DOCUMENTATION.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
	VPA27	ACADEMIC RECORDS (ACCREDITATION LETTER).		PM		PM	I CONSISTS OF ALL THE COLLEGES IN THE UNIVERSITY; UT POLICY.		
	VPA29	DEGREE AUDIT RECORDS.		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.		
1.3.001	VPA30	STATE PUBLICATIONS (REGENT RULES UT SYSTEM GUIDELINES).		US+5		US+5	I		
3.1.037	VPA35	EMPLOYEE RECOGNITION RECORDS. AWARDS, INCENTIVES, TENURE, ETC.		AC+2	3 YRS	AC+5	O AC=TERMINATION OF EMPLOYMENT.		
1.1	VPA36	DEGREE PROPOSALS (PROGRAM DEVELOPMENT RECORDS).		PM		PM	RECORD KEPT IN PAPER AND ELECTRONIC MEDIUM.		

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