

LIBRARY ARCHIVES

STATE OF TEXAS Records Retention Schedule

SLR 105 Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition

AV – Administratively valuable CE – Calendar year end FE – Fiscal year end LA – Life of Asset PM – Permanent US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist E – Exempt from archival review and transfer

1. Agency Code: 724			2. Agency Name: University of Texas El Paso								
3.		5.	6.	Code	8. Rete	ention		9.	Archival	11.	12.
Agency Item No.	Record Series	Record Series Title	Description	7. Ret.	Years	Months.	Days	AC Definition	10.	Remarks	Legal Citations
DHC19	5.1.001a		CONTRACTS, LEASES, AND AGREEMENTS INCLUDES GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATIONS, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLICE ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.



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1 Agency Code: 724			2. Agongs Names University of Toyon II Door								
1. Agency Code: 724			2. Agency Name: University of Texas El Paso								
	4.	5.	6.	Code	8.			9.	val	11.	12.
3.					Rete	ention			Archival		
Agency	Record			Ret.	-Ñ	S	S.				
Item No.	Series			7. F	Years	rt Lt	Jays		10.		
	Item No.	Record Series Title	Description		>	Months	_	AC Definition		Remarks	Legal Citations
DHC20	5.1.001b	CONTRACTS AND LEASES	CONTRACTS, LEASES, AND AGREEMENTS	AC	4			AC=EXPIRATION OR		SEE RELATED ITEM NUMBERS	GOVERNMENT
		8/31/2015 AND PRIOR	INCLUDES GENERAL OBLIGATION, LAND					TERMINATION OF THE		3.1.035 PERFORMANCE BONDS	CODE, 441.1855.
			LEASE, UTILITIES, AND CONSTRUCTION					INSTRUMENT ACCORDING TO		AND 5.3.007 BID	
			EXCEPT FOR BUILDINGS. DOCUMENTS					ITS TERMS.		DOCUMENTATION. SEE ITEM	
			INCLUDE SPECIFICATIONS, AFFIDAVITS OF							NUMBERS 5.2.028 FOR BUILDING	
			PUBLICATION OF CALLS FOR BIDS,							CONSTRUCTION CONTRACTS AND	
			PERFORMANCE BONDS, CONTRACTS,							ITEM NUMBER 5.1.017 FOR	
			PURCHASE ORDERS, INSPECTION							CONTRACT LOGS.	
			REPORTS, AND CORRESPONDENCE. MAY								
			ALSO INCLUDE OTHER APPLICABLE								
			DOCUMENTATION IN THE MASTER								
			CONTRACT FILE PER TEXAS COMPTROLLER								
			OF PUBLICE ACCOUNTS CONTRACT								
			MANAGEMENT GUIDE.								
			EXECUTED, RENEWED, OR AMENDED ON								
			OR BEFORE AUGUST 31, 2015								
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