



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 US – Until Superseded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. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
GAC17	4.1.009	CASH RECEIPTS.	INCLUDES RECEIPTS FOR FEES. CRV (CASH RECEIPT VOUCHERS).	FE	3					GRANT AUDIT REQUIREMENT.	
GAC20	4.1.001	GENERAL JOURNAL VOUCHER (VJ1).	BACK UP SUPPORT FOR JOURNAL VOUCHER FROM ACCOUNTING.	FE	3					GRANT AUDIT REQUIREMENT.	
GAC30	5.2.006	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING).	SHOWS ADDITIONS, CHANGES TRANSFERS, AND DELETIONS.	FE	3						
GAC32	5.2.006	INVENTORY - ANNUAL PHYSICAL.	SUPPORT FOR THE ANNUAL PHYSICAL INVENTORY/MISSING & FOUND.	FE	3					RECORD KEPT IN PAPER AND IN ELECTRONIC MEDIUM.	