



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 US – Until Superseded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				
PUR13	4.1.001	PURCHASE VOUCHERS.	REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS.	FE	3					ORIGINAL GRANT AUDIT REQUIREMENT. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR14		PRO-CARD- (UT El Paso Procurement Card).	BANK APPLICATION, CREDIT CARD AGREEMENT, DEAN/CHAIR/DIRECTOR AUTHORIZATION AGREEMENT, E-MAIL, ETC.		9					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR16	5.1.001a	CONTRACTS & LEASES. 9/1/2015 AND AFTER	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, 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 PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. a) EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.



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PUR17	5.1.001b	CONTRACTS & LEASES.	<p>CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, 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 PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE.</p> <p>EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.</p>	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		<p>RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.</p> <p>SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.</p> <p>NOTE: REFER TO SB20 (84TH LEG). FOR RETENTION PERIOD CONTEXT.</p>	GOVERNMENT CODE, 441.1855.
PUR18	5.3.004	ORDERS - ACKNOWLEDGEMENT.		AV						<p>RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.</p> <p>CAUTION: SOME SHIPPING INFORMATION MAY REQUIRE LONGER RETENTION PERIOD. STATE AGENCIES MUST DETERMIN IF LONGER RETENTION PERIOD IS REQUIRED BASED ON THE TYPE OF MATERIALS SHIPPED TO OR FROM THEIR AGENCY.</p>	



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PUR19	4.5.002	REPORTS - (HUB=HISTORICALLY UNDERUTILIZED BUSINESS REPORTS).	SPECIAL PURPOSE - I.E. FEDERAL FINANCIAL REPORTS, SALARY REPORTS, ETC. INCLUDES HUB REPORTS.	FE	5					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUIREMENTS. SEE RSIN 4.7.008.	
PUR20	5.3.007a	BID DOCUMENTATION. - 9/1/2015 AND AFTER	INCLUDES BID REQUISITION/AUTHORIZATIONS, INVITATIONS TO BID OR PROPOSE, BID SPECIFICATIONS, AWARDED AND UNAWARDED BIDS, AND BID TABULATION/EVALUATIONS. ASSOCIATED WITH A CONTRACT EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS OR DECISION NOT TO PROCEED WITH THE BID.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	GOVERNMENT CODE, 441.1855.
PUR21	5.3.007b	BID DOCUMENTATION. - 8/31/2015 AND PRIOR	INCLUDES BID REQUISITION/AUTHORIZATIONS, INVITATIONS TO BID OR PROPOSE, BID SPECIFICATIONS, AWARDED AND UNAWARDED BIDS, AND BID TABULATION/EVALUATIONS. ASSOCIATED WITH A CONTRACT EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.



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PUR22	5.3.007c	BID DOCUMENTATION. - INVALID BIDS	INVALID BIDS THAT DO NOT MEET AGENCY SUBMISSION REQUIREMENTS AND ARE NOT INCLUDED IN BID EVALUATION PROCESS (E.G. WITHDRAWN, MISSED SUBMISSION DEADLINE, INCOMPLETE SUBMISSION, ETC.)	AC	2			AC= DATE OF NOTIFICATION OF DENIAL OR DATE OF WITHDRAWAL, AS APPLICABLE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR31	5.3.008	PURCHASING LOGS.	LOG, REGISTER, ETC., PROVIDING A RECORD OF PURCHASE ORDERS ISSUED, ORDERS RECEIVED, AND SIMILAR DATA ON PROCUREMENT STATUS.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR32	1.2.001	DESTRUCTION SIGN OFF.	DOCUMENTS AUTHORIZING FINAL DISPOSITION OF RECORDS UNDER A CERTIFIED RECORDS RETENTION SCHEDULE. RECORDS MAY ALSO INCLUDE DESTRUCTION AUTHORIZATIONS (E.G. FORM RMD 102) APPROVED BY TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	FE	3					CAUTION: IF DESTRUCTION AUTHORIZATIONS ARE MAINTAINED AS PART OF RSIN 1.2.010 (RECORDS DISPOSITION LOGS), THEN LONGER RETENTION PERIOD APPLIES.	
PUR33	1.2.005	RECORDS RETENTION SCHEDULE - AGENCY COPY (SLR 105).	AGENCY COPY. FORMERLY RMD 105. INCLUDES DOCUMENTATION OF CERTIFICATION AND APPROVAL-FORMS SLR105C (FORMERLY RMD 105C), AND/OR OTHER FORMS DESIGNATED BY THE STATE RECORDS ADMINISTRATOR.	US						ORIGINAL IS RETAINED BY THE STATE AND LOCAL RECORDS MANAGEMENT DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	



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PUR35	1.2.010	RECORDS DISPOSITION LOGS.	LOGS SIMILAR RECORDS LISTING RECORDS DESTROYED OR TRANSFERRED TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, SHOWING RECORDS SERIES TITLE, DATES OF RECORDS, AND DATE DESTROYED OR TRANSFERRED.	US	10					CAUTION: DISPOSITION CAN MEAN DESTROYED OR TRASNFERRED.	
PUR36	1.2.012	RECORDS INVENTORY WORKSHEETS.	REVIEW AND ASSESSMENT OF RECORDS WORKSHEETS.	US							
PUR37	1.2.014	RECORDS MANAGEMENT PLANS.	RECORDS MANAGEMENT PLANS AND SIMILAR RECORDS THAT ESTABLISH THE POLICIES AND PROCEDURES UNDER WHICH RECORDS AND INFORMATION ARE MANAGED IN AN AGENCY.	US	1						