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US – Until Superseded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 Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
ATH20	18.2.014	INDIVIDUAL ATHLETES RECORDS-PUBLIC PROFILE.	THIS SERIES DOCUMENTS THE ATHLETIC HISTORY OF EACH ATHLETE WHO HAS COMPETED AT THE INSTITUTION. FREQUENTLY, THIS SERIES IS A CONTINUATION OF THE RECRUITMENT FILE AND INCLUDES RECRUITMENT RECORDS IF AN ATHLETE SIGNS A LETTER OF INTENT. RECORDS MAY INCLUDE AND MAY NOT BE LIMITED TO: ACADEMIC MAJOR INFORMATION INCLUDING PERFORMANCE REPORTS, ADMISSIONS VERIFICATION REPORTS, RECRUITMENT INFORMATION DOCUMENTS, MEDIA ARTICLES; PHOTOGRAPHS, RELEASE OF INFORMATION FORMS, PERSONAL DATA QUESTIONNAIRES, RECORDS OF AWARDS, AND RELATED DOCUMENTATION AND CORRESPONDENCE. THIS SERIES DOES NOT INCLUDE CONFIDENTIAL RECORDS OF THE ATHELETE, WHICH ARE HELD UNDER URRS- 327.	PM					O	ARCHIVES NOTE: ONLY PUBLIC PROFILE RECORDS ARE SUBJECT TO ARCHIVAL REVIEW. CONFIDENTIAL INFORMATION SHOULD BE REMOVED OR REDACTED UPON ARCHIVAL TRANSFER.	
AUD01	1.1.002	AUDITS - EXTERNAL AUDIT REPORTS.	AUDITS AND REVIEWS PERFORMED BY OR ON BEHALF OF AN AGENCY, INCLUDING THE WORKING PAPERS THAT SUPPORT THE AUDIT. ALSO INCLUDES AUDITS PERFORMED ON THE AGENCY.	AC	7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE STATE AUDITOR'S OFFICE RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES.		THE STATE AUDITOR'S OFFICE (SAO) RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES. SEE RSIN 5.4.018 AND 5.4.019 FOR AUDIT PLAN RECORDS.	

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AUD03	1.1.002	AUDITS - INTERNAL AUDIT REPORTS.	AUDITS AND REVIEWS PERFORMED BY OR ON BEHALF OF AN AGENCY, INCLUDING THE WORKING PAPERS THAT SUPPORT THE AUDIT. ALSO INCLUDES AUDITS PERFORMED ON THE AGENCY.	AC	7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		THE STATE AUDITOR'S OFFICE (SAO) RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES. SEE RSIN 5.4.018 AND 5.4.019 FOR AUDIT PLAN RECORDS.	
AUD05	1.1.002	AUDITS - INTERNAL WORKING PAPERS.	AUDITS AND REVIEWS PERFORMED BY OR ON BEHALF OF AN AGENCY, INCLUDING THE WORKING PAPERS THAT SUPPORT THE AUDIT. ALSO INCLUDES AUDITS PERFORMED ON THE AGENCY.	AC	7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		THE STATE AUDITOR'S OFFICE (SAO) RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES. SEE RSIN 5.4.018 AND 5.4.019 FOR AUDIT PLAN RECORDS.	
AUD07	3.1.027	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL).	CERTIFICATES OF COMPLETION, TRANSCRIPTS, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, TESTING, OR CONTINUING EDUCATION ACHIEVEMENTS OF AN EMPLOYEE.	AC	5			AC=TERMINATION OF EMPLOYMENT.			

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AUD09	1.1.067	REPORTS AND STUDIES - SPECIAL REQUEST PROJECTS.	ANNUAL, SUB-ANNUAL, OR SPECIAL REPORTS OR STUDIES ON NON-FISCAL ASPECTS OF AN AGENCY'S PROGRAMS, SERVICES, OR PROJECTS COMPILED BY AGENCY PERSONNEL, BY ADVISORY COMMITTEES, OR BY CONSULTANTS UNDER CONTRACT WITH AN AGENCY THAT ARE NOT NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				R	SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS. ARCHIVES NOTE: REPORTS ARE ARCHIVAL WHEN THEY DEAL WITH SIGNIFICANT ASPECTS OF THE AGENCY'S PROGRAMS. FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. SEE TSLAC RRR'S FOR ARCHIVAL CODING DEFINITIONS.	
AUD11	1.1.038	CUSTOMER SURVEYS.	SURVEYS RETURNED BY THE CUSTOMERS OR CLIENTS OF AN AGENCY, AND THE STATISTICAL DATA MAINTAINED RATING AN AGENCY'S PERFORMANCE.	AC	3			AC=FINAL DISPOSITION OF SUMMARY REPORTS.	O	SEE REFERENCE 1.1.067.	
AUD13		ANNUAL REPORTS TO UT SYSTEM.	A SUMMARY OF WHAT WAS ACCOMPLISHED IN THE PREVIOUS YEARS AND ALSO INCLUDE THE AUDIT PLAN FOR THE COMING FISCAL YEAR.	PM							

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AUD15	1.1.002	QUARTERLY INTERNAL AUDIT COMMITTEE BRIEFING BOOKS.	AUDITS AND REVIEWS PERFORMED BY OR ON BEHALF OF AN AGENCY, INCLUDING THE WORKING PAPERS THAT SUPPORT THE AUDIT. ALSO INCLUDES AUDITS PERFORMED ON THE AGENCY.	AC				AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		THE STATE AUDITOR'S OFFICE (SAO) RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES. SEE RSIN 5.4.018 AND 5.4.019 FOR AUDIT PLAN RECORDS.	
AUD17	1.1.024	INTERNAL AUDIT PLAN.	PLANS AND RECORDS RELATING TO THE PROCESS OF PLANNING NEW OR REDEFINED PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY THAT ARE NOT INCLUDED IN OR DIRECTLY RELATED TO OTHER RECORDS SERIES IN THIS SCHEDULE.	AC	3			AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.		ARCHIVES NOTE: DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.	
AUD19	1.1.064	EXTERNAL QUALITY ASSURANCE (PEER REVIEW).	ANY RECORDS OF AN AGENCY NEEDED FOR THE DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES IN AN AGENCY'S APPROPRIATONS REQUEST OR STRATEGIC PLAN, AND FOR PERFORMANCE MEASURES USED TO MANAGE THE AGENCY.	FE	3					PEER REVIEW REQUIRED BY IIA(INSTITUTE OF INTERNAL AUDITORS) STANDARDS. SEE RSIN 1.1.068 FOR REPORTS ON AGENCY PERFORMANCE MEASURES. CAUTION: THE FE+3 RETENTION PERIOD OVERRIDES ANY SHORTER RETENTION PERIOD FOR A RECORDS SERIES IN THIS SCHEDULE IF THE RECORDS SERIES IS NEEDED FOR DOCUMENTATION OF AGENCY PERFORMANCE MEASURES.	