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US – Until Superseded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
BIO27	17.3.018	CONTROLLED SUBSTANCE LOGS.	THIS SERIES DOCUMENTS THE DAILY INVENTORY OF DRUGS AND CONTROLLED SUBSTANCES HELD BY UNITS FOR CLINICAL, INSTRUCTIONAL, AND RESEARCH USES. THESE RECORDS INCLUDE DAILY SHIFT INVENTORY LOGS LISTING DESCRIPTIONS, QUANTITIES, AND INITIALS OF PHARMACISTS CONDUCTING THE INVENTORIES.		5					SEE RSIN 16.1.031A/B FOR HEALTH CLINIC OR HOSPITAL PHARMACY RECORDS	22 TAC 573.50
BIO30	5.4.007	HAZARDOUS MATERIALS TRAINING RECORDS.	RECORDS OF TRAINING GIVEN EMPLOYEES IN AN AGENCY HAZARD COMMUNICATIONS PROGRAM.		5					SEE RSIN 3.1.027 FOR INDIVIDUAL EMPLOYEE TRAINING RECORDS	TEXAS HEALTH AND SAFETY CODE, 502.009(g).
BIO31	15.2.009	BIOLOGICAL CENSUS RECORDS.	INFORMATION COLLECTED BY THE DEPARTMENT OF BIOLOGICAL SCIENCES CONCERNING STUDENT PERSONAL INFORMATION, STUDENT ACADEMIC INFORMATION, COURSE INFORMATION AND DEPARTMENT INFORMATION TO BE UTILIZED FOR VARIOUS ACTIVITIES INCLUDING GRANT, FELLOWSHIP AND RESEARCH PROGRAMS.	AC	3			AC=STUDENT			
BIO32		STUDENT INSURANCE FORMS.	STUDENT ACADEMIC FIELD TRIP.		3						