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US – Until Superseded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
BUG53	4.9.001	ANNUAL OPERATING BUDGETS	REQUIRED BY THE GENERAL APPROPRIATIONS ACT. INCLUDES ENCUMBRANCES AND DOCUMENTATION ABOUT BUDGET TRANSFERS AND REVISIONS, AS WELL AS DETAIL CHARTS OF ACCOUNTS.	FE	3						
BUG54	1.1.004	LEGISLATIVE APPROPRIATION REQUESTS (LAR).	INCLUDING ANY SUPPORTING DOCUMENTATION CREATED AND/OR USED TO JUSTIFY AND SUPPORT LEGISLATIVE APPROPRIATIONS REQUESTS BY AN AGENCY.	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.		ARCHIVES NOTE: THE FINAL VERSION OF LEGISLATIVE APPROPRIATION REQUESTS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM PER 13 TAC 3.3(a)(3)(A). WORKING FILES AND RELATED DOCUMENTATION USED IN CREATING THE FINAL PLAN ARE NOT SUBJECT TO ARCHIVAL REVIEW AND MAY BE DISPOSED OF AT THE EXPIRATION OF THE RETENTION PERIOD.	
BUR10	4.5.002	FISCAL MANAGEMENT REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS AND ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORTS, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5					CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUREMENTS. SEE RSIN 4.7.008	