# 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US – Until Superseded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 | 8. Retention Months | 8. Retention Days | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| CIE12 | 2.1.002 | PROCESSING FILES. | MACHINE-READABLE FILES USED IN THE CREATION, UTILIZATION, AND UPDATING OF MASTER FILES. | AC | | | | AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR. | | ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. CAUTION: RECORDS MANAGEMENT OFFICERS MUST BE CERTAIN BEFORE ASSIGNING THE RETENTION PERIOD OF AC TO AGENCY AUTOMATED PROCESSING FILES THAT THE FILES DO NOT FALL UNDER RECORDS SERIES LISTED ELSEWHERE. | |
| CIE16 | 2.1.007 | SOFTWARE PROGRAMS. | AUTOMATED SOFTWARE APPLICATIONS AND OPERATING SYSTEM FILES INCLUDING JOB CONTROL LANGUAGE, PROGRAM LISTING/SOURCE CODE, ETC. | AC | 1 | | | AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. | | CAUTION: IF AN ELECTRONIC RECORD IS SCHEDULED FOR PERMANENT RETENTION, SOFTWARE NEEDED FOR ACCESS TO THE RECORD MUST ALSO BE RETAINED PERMANENTLY. | 13 TAC 6.94. |

# STATE OF TEXAS
## Records Retention Schedule

TEXAS STATE LIBRARY & ARCHIVES COMMISSION

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| CIE17 | 1.1.024 | PLANS AND PLANNING RECORDS. | 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. | O | ARCHIVES NOTE: DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL. | |
| CIE42 | 1.1.065 | INSTITUTIONAL SURVEYS. | STUDENT SURVEYS/QUESTIONNAIRES INFORMATION OR DATA COLLECTED AND COMPILED FOR THE PURPOSE OF PRODUCING NON-FISCAL REPORTS. | AC | 5 | | | AC=FINAL DISPOSTION OF SUMMARY REPORTS. | | CAUTION: DOES NOT INCLUDE SOURCE DOCUMENTATION USED FOR INFORMATION OR DATA INCLUDED IN OR DIRECTLY RELATED TO ANOTHER RECORDS SERIES IN THIS SCHEDULE. SEE ESPECIALLY ITEM NUMBER 1.1.064. | |
| CIE43 | 4.7.008a | GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS. | THIS SERIES DOCUMENTS STATE AND FEDERAL GRANT PROJECTS PARTICIPATED IN OR ADMINISTERED BY STATE AGENCIES. IT INCLUDES GRANT AUTHORIZATION RECORDS, WHICH PROVIDE EVIDENCE OF THE AWARD OF GRANTS TO OR BY AGENCIES; GRANT/PROJECT FINANCIAL OR PERFORMANCE REPORTS, WHICH ARE PERIODIC REPORTS OF FINANCIAL ACTIVITY AND/OR PROGRAM PERFOMANCE RELATED TO GRANTS RECEIVED OR MADE BY AGENCIES. | AC | 7 | | | AC=TERMS OF GRANT. | O | CAUTION: GRANTS HAVE INDIVIDUAL GUIDELINES FOR RETENTION. RECORDS MUST BE RETAINED IN ACCORDANCE WITH INDIVIDUAL GUIDELINES OF GRANT OR CONTRACT. FEDERAL GRANT RECORDS SHOULD COMPLY WITH UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE) AS STATED IN OMB CIRCULAR A-110. | |