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US – Until Superseded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
CON20	4.1.009	SALES JOURNALS OR REGISTERS.		FE	3					MAINTAINED IN ACEWARE DATABASE. ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
CON25	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	
CON27	4.9.001	DETAIL CHART OF ACCOUNTS.	ONE FOR ALL ACCOUNTS IN USE FOR A FISCAL YEAR.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	

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CON28	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. EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		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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CON29	5.1.001b	CONTRACTS & LEASES. - 8/31/2015 AND PRIOR	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. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		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.
CON31	5.1.005	POSTAGE RECORDS.	RECORDS AND REPORTS OF POSTAGE EXPENSES, INCLUDING POSTAL METER USAGE.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
CON35	15.5.003	COURSE LISTS.	THIS SERIES DOCUMENTS THE FORMULATION OF CLASSES SCHEDULES BY ACADEMIC DEPARTMENTS FOR INCLUSION IN THE PUBLISHED SCHEDULE OF CLASSES. THIS SERIES INCLUDES THE FINAL EDITION OF THE SCHEDULE OF CLASSES.	PM						MAINTAINED IN ACEWARE DATABASE.	

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CON37	15.5.002	ENROLLMENT STATISTICS.	ANNUAL STATISTICAL REPORTS RELATED TO ACADEMIC SUBJECTS, SUCH AS ADMISSIONS REPORTS, ENROLLMENT STATISTICS, GRADES, GRADUATES/DEGREE STATISTICS, RACIAL/ETHNIC COMPOSITION, AND OTHER EDUCATION-RELATED MATTERS SUBMITTED TO THE GOVERNING BODY, STATE OR FEDERAL AGENCIES, OR ACCREDITING ORGANIZATIONS.	PM					I	MAINTAINED IN ACEWARE DATABASE. FOR RAW DATAT OR WORKING FILES USED TO CREATE THESE REPORTS, SEE RSIN 1.1.065	
CON38	17.1.002	SCHEDULE OF COURSES.	THIS SERIES DOCUMENTS THE FORMULATION OF CLASS SCHEDULES BY ACADEMIC DEPARTMENTS FOR INCLUSION IN THE PUBLISHED SCHEDULE OF CLASSES. THIS SERIES INCLUDES THE FINAL EDITION OF THE SCHEDULE OF CLASSES.	PM					O	MAINTAINED IN ACEWARE DATABASE.	