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US – Until Superseded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
EEO01	1.1.006	COMPLAINT RECORDS.	COMPLAINTS RECEIVED BY AN AGENCY FROM THE PUBLIC CONCERNING THE AGENCY AND RECORDS PERTAINING TO THE RESOLUTION OF THE COMPLAINT.	AC	2			AC=FINAL DISPOSITION OF THE COMPLAINT.		CAUTION: IF A COMPLAINT BECOMES THE SUBJECT OF LITIGATION, IT MUST BE INCLUDED IN AND IS SUBJECT TO THE MINIMUM RETENTION PERIOD OF ITEM NUMBER 1.1.048.	
EEO03	1.1.014	LEGAL OPINIONS AND ADVICE.	FROM AGENCY LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O	CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION. SEE ITEM NUMBER 1.1.048, 1.1.020, AND 1.1.021. ARCHIVES NOTE: OPINIONS AND ADVICE THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIVRARY AND ARCHIVES COMMISSION FOR ARCHIVAL PRESERVATION. SEE PAGE IX FOR ADDITIONAL GUIDELINES.	

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EEO05	12.1.001	TENURE /TENURE TRACK FACULTY SELECTION RECORDS.	THESE RECORD SERIES IS ASSOCIATED WITH THE FACULTY SEARCH PROCESS FOR TENURE/TENURE TRACK RECRUITED POSITIONS (POSITION ANNOUNCEMENT, APPLICANT MATERIAL,APPLICANT COMMUNICATION,APPLICANT EVALUATION MATERIAL.	AC	2			AC=DATE OF THE MAKING OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER OCCURS LATER.	O	CAUTION: RETENTION PERIOD SHOULD BE LONGER IF A UNIVERSITY'S TENURE REVIEW CYCLE REQUIRES IT. FOR EMPLOYMENT PERFORMANCE AND APPRAISAL RECORDS, SEE RRS SECTION 3.1	29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49(a) [STATE UNIVERSITIES].
EEO07	3.3.031	EEO REPORTS AND SUPPORTING DOCUMENTATION.	INCLUDES DOCUMENTATION USED TO COMPLETE EEO(EQUAL EMPLOYMENT OPPORTUNITY) REPORTS.		3						29 CFR 1602.32, 1602.48, AND 1602.50.
EEO09	3.3.001a	AFFIRMATIVE ACTIONS PLANS. - EMPLOYEES	AFFIRMATIVE ACTION PLANS FOR BOTH REGULAR EMPLOYEES AND APPRENTICESHIP PROGRAMS.	AC	5			AC=DATE OF THE MAKING OF THE RECORD OR THE PERSONNEL ACTION INVOLVED WHICHEVER OCCURS LATER.			29 CFR 30.12(d)
EEO10	3.3.001b	AFFIRMATIVE ACTIONS PLANS. - CONTRACTORS	AFFIRMATIVE ACTION PLANS FOR CONTRACTORS AND SUBCONTRACTORS.	AC	2			AC=DATE OF THE MAKING OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER OCCURS LATER.			41 CFR 60-1.12(a).

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EEO11	1.1.067	REPORTS AND STUDIES (NON-FISCAL).	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	ARCHIVES NOTE: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORD SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS.	29 CFR-30.8(e) FOR APPRENTICESHIP PLANS.
EEO13	1.1.043	TRAINING MATERIALS.	INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	AC	1			AC=CLOSE OF TRAINING SESSION, AFTER TRAINING MATERIALS SUPERSEDED, OR TERMINATION OF TRAINING PROGRAM, AS APPLICABLE.		SEE RSIN 3.3.030 FOR INTERNAL PERSONNEL TRAINING MATERIALS. CAUTION: DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS. SEE RSIN 5.4.007	
EEO15	1.1.056	ADA (Americans with Disabilities Act) DOCUMENTATION.	SELF EVALUATIONS AND PLANS DOCUMENTING COMPLIANCE WITH THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT.		3						