STATE OF TEXAS
Records Retention Schedule

TEXAS STATE LIBRARY & ARCHIVES COMMISSION

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US – Until Superseded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
FAC26	5.2.016	INVENTORY SYSTEM UPDATE LISTINGS.	LISTING SHOWS ALL ADDITIONS, CHANGES, DELETIONS, AND TRANSFER TIMES FOR THE MONTHLY PROCESSING PERIOD.	AC				AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING.		SEE RSIN 5.2.006 FOR ANNUAL INVENTORY LISTING.	
FAC27	5.2.019	SERVICE ORDERS.	AGENCY COPY OF FORMS COMPLETED BY MECHANICAL SERVICE PERSONNEL FOR INSTALLATION OR REPAIR. INCLUDES BILLING CODE, SERVICE, LABOR PARTS, AND REMARKS.		1					RECORD MAINTAINED IN ELECTRONIC FORMAT.	
FAC28	5.6.003	INSPECTION REPAIR AND MAINTENANCE RECORDS - VEHICLES.	RECORDS AND DOCUMENTATION RELATED TO INSPECTIONS, REPAIRS, AND AMINTENANCE FOR STATE VEHICHLES.	LA	1					RECORD MAINTAINED IN ELECTRONIC FORMAT. SEE RSIN 5.2.008 FOR NON-VEHICLE EQUIPMENT MAINTENANCE RECORDS.	
FAC29	5.6.004	LICENSE AND DRIVING RECORD CHECK.		AC				AC=UNTIL SUPERSEDED OR UNTIL TERMINATION OF EMPLOYMENT.			
FAC30	5.6.005	MILEAGE REPORTS.	INCLUDES MILEAGE, FULE/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
FAC33	5.4.012	SECURITY ACCESS RECORDS.	RECORDS RELATING TO THE ISSUANCE OF KEYS, IDENTIFICATION CARDS, BUILDING PASSES, PASSWORDS, SIGNED STATEMENTS OR SIMILAR INSTRUMENTS OF ACCESS TO AGENCY FACILITIES, EQUIPMENT OR AUTOMATED SYSTEMS.	AC	2			AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.			