# 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US – Until Superseded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 |
| GAC17 | 4.1.009 | CASH RECEIPTS. | INCLUDES RECEIPTS FOR FEES. CRV (CASH RECEIPT VOUCHERS). | FE | 3 | | | | | GRANT AUDIT REQUIREMENT. | |
| GAC20 | 4.1.001 | GENERAL JOURNAL VOUCHER (VJ1). | BACK UP SUPPORT FOR JOURNAL VOUCHER FROM ACCOUNTING. | FE | 3 | | | | | GRANT AUDIT REQUIREMENT. | |
| GAC30 | 5.2.006 | YEAR-TO-DATE ACTIVITY (INVENTORY LISTING). | SHOWS ADDITIONS, CHANGES TRANSFERS, AND DELETIONS. | FE | 3 | | | | | | |
| GAC32 | 5.2.006 | INVENTORY - ANNUAL PHYSICAL. | SUPPORT FOR THE ANNUAL PHYSICAL INVENTORY/MISSING & FOUND. | FE | 3 | | | | | RECORD KEPT IN PAPER AND IN ELECTRONIC MEDIUM. | |