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US – Until Superseded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
ITC01	1.1.043	TRAINING MATERIALS. INSTRUCTIONAL.	INSTRUCTIONAL MATERIALS AND OTHER RECORDS DEVELOPED BY AN AGENCY ASSOCIATED WITH TRAINING THE ENITIES OR NON-PERSONNEL INDIVIDUALS IT REGULATES OR SERVES, INCLUDING BUT NOT LIMITED TO TRAINING MANUALS, COURSE REGISTRATION, CLASS ROSTER, SIGN-IN SHEETS, SYLLABUSES, COURSE OUTLINES, AND SIMILAR TRAINING AIDS USED IN EXTERNAL TRAINING PROGRAMS	AC	1			AC = CLOSE OF TRAINING SESSION, AFTER TRAINING MATERIALS SUPERSEDED, OR TERMINATIONS OF TRAINING PROGRAM, AS APPLICABLE.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	
ITC02	3.1.027	TRAINING RECORDS.	CERTIFICATES OF COMPLETION, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, OR TESTING OF AN EMPLOYEE.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
ITC03	5.4.018	COMPLIANCE PLAN AND ANNUAL RISK ASSESSMENT.	INDIVIDUAL ASSESSMENTS BY RESPONSBILE PARTIES; RISK ASSESSMENT PROCESS; RISK MONITORING PLANS.	US	1						
ITC04		COMPLIANCE INVESTIGATION RECORDS.	NOTES REGARDING INVESTIGATION OF COMPLIANCE CALLS OR REPORTS.	AC	3			AC-AFTER RESOLUTION OF INVESTIGATION.			
ITC05		CONFLICTS OF INTEREST REQUESTS FOR APPROVAL AND DISCLOSURES.	UT SYSTEM ONLINE OUTSIDE ACTIVITY PORTAL.	FE	3						
ITC06		CONTACTS WITH FEDERAL OFFICIALS DOCUMENTS.	FORMS SUBMITTED TO THE OFFICE OF FEDERAL RELATIONS AT UT SYSTEMS THAT ARE COLLECTED QUARTERLY.	AC	1			AC=AFTER DATE SUBMITTED.			