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US – Until Superseded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
ITS28	5.5.002	BILLING DETAIL - TELECOMMUNICATIONS (OTHER THAN TEX-AN).	IN ADDTION TO SUMMARY DETAIL, INCLUDES ANY ACCOMPANYING DETAILED LISTING OF LONG DISTANCE CALLS. (CELLUAR & PAGERS).	FE	3					SEE ITEM NUMBER 5.5.006 FOR TEX-AN BILLING DETAIL.	
ITS41	5.5.002	LONG DISTANCE BILLING / REPAIR SERVICE BILLING.	LONG DISTANCE LOGS CREATED BY AGENCIES FOR INTERNAL DOCUMENTATION PURPOSES. INCLUDES ANY SIMILAR LOGS CREATED FOR LONG DISTANCE FACSIMILE OR ELECTRONIC TRANSMISSIONS.	FE	3					SEE RSIN 4.1.001 FOR TELEPHONE BILLS	
ITS45	1.1.024	COMPLIANCE PLAN AND ANNUAL RISK ASSESSMENT.	PLANS AND RECORDS RELATING TO THE PROCESS OF PLANNING NEW OR REDEFINED PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY THAT ARE NOT INCLUDED IN OR DIRECTLY RELATED TO OTHER RECORDS SERIES IN THIS SCHEDULE.	AC	3			AC=DECISION MADE TO IMPLEMENT OR NOT TOIMPLEMENT RESULT OFPLANNING PROCESS.	I	ARCHIVES NOTE: DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.	

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ITS46	1.1.064	DEPARTMENTAL PERFORMANCE MEASURES DOCUMENTATION.	ANY RECORDS OF AN AGENCY NEEDED FOR THE DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES IN AN AGENCY'S APPROPRIATONS REQUEST OR STRATEGIC PLAN, AND FOR PERFORMANCE MEASURES USED TO MANAGE THE AGENCY.	FE	3					SEE RSIN 1.1.068 FOR REPORTS ON AGENCY PERFORMANCE MEASURES CAUTION: THE FE + 3 RETENTION PERIOD OVERRIDES ANY SHORTER RETENTION PERIOD FOR A RECORDS SERIES IN THIS SCHEDULE IF THE RECORDS SERIES IS NEEDED FOR DOCUMENTATION OF AGENCY PERFORMANCE MEASURES.	
ITS55	5.5.002	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN).	IN ADDITION TO SUMMARY DETAIL, INCLUDES ANY ACCOMPANYING DETAILED LISTING OF LONG DISTANCE CALLS.	FE	3					THE BILLING AGENCY WILL MAINTAIN ALL LONG DISTANCE TEX-AN RECORDS AND WILL PROVIDE EACH USING AGENCY ITS BILL SUMMARY OF CENTRALIZED CAPITOL COMPLEX TELEPHONE SERVICE WITHOUT CALL DETAIL RECORDS. FOR THESE BILL SUMMARIES, SEE ITEM NUMBER 4.7.011. SEE ITEM NUMBER 5.5.001 FOR BILLING DETAIL FROM CARRIERS OTHER THAN TEX-AN.	