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US – Until Superseded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
LIB04	16.2.008	LIBRARY ON LINE CATALOG.	CATALOG OF BIBLIOGRAPHIC RECORDS USED AS A GUIDE TO LIBRARY HOLDINGS.	US						CAUTION: SEE RSIN 4.7.004 FOR RECORDS DOCUMENTING PURCHASE OF LIBRARY MATERIALS. THE DISPOSAL OR SUPERSESSION OF LIBRARY CATALOG RECORDS NEED NOT BE DOCUMENTED THROUGH DESTRUCTION AUTHORIZATIONS (RSIN 1.2.001v), OR IN RECORDS DISPOSITION LOGS (RSIN 1.2.010).	
LIB09	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	AC	2			AC=UNTIL SUPERSEDED, DATE OF TERMINATION - WHICHEVER SOONER.			

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LIB20	16.2.001	LIBRARY FINE APPEALS.	THIS SERIES DOCUMENTS THE BORROWING OF CIRCULATING LIBRARY MATERIALS BY QUALIFIED PATRONS. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: THE NAME AND IDENTIFICATION OF THE BORROWER; THE TITLES OF MATERIALS BORROWED; THE DUE DATE; OVERDUE AND FINE PAYMENT NOTATIONS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	3			AC=UNTIL FINAL OUTCOME OF THE APPEAL.		LIBRARY FINE APPEALS ARE KEPT AT BURSAR'S OFFICE IN STUDENT INFORMATION SYSTEM (BANNER) UNTIL THE FINAL OUTCOME OF THE APPEAL; AND ARE KEPT IN PAPER AND ELECTRONIC FORMAT.	