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US – Until Superseded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
MIN16	5.1.001a	CONTRACTS AND LEASES - STUDENT HOUSING CONTRACT. 9/1/2015 AND AFTER	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR SEPTEMBER 1, 2015	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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MIN17	5.1.001b	CONTRACTS AND LEASES - STUDENT HOUSING CONTRACT.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.
MIN19	16.4.005	MINER VILLAGE - STUDENT FILE.	(HOUSING APPLICATION, CONTRACT, ROOM CONDITION REPORT, EMERGENCY INFO. SHEET, MOVE-IN CHECKLIST, COPY OF PICTURE ID, COPY OF WELCOME LETTER, CHARGE AGREEMENT SLIP, HOUSING RENT RECEIPT, PARKING PERMIT SLIP, CONTRACT FOR COMMUNITY, ETC.).	AC	7			AC=END OF STUDENT'S OCCUPANCY.		SEE RSIN 5.1.001A/B FOR HOUSING CONTRACTS	