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US – Until Superseded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
MRC15	1.3.001	STATE PUBLICATIONS.	ONE COPY OF EACH STATE PUBLICATION AS DEFINED ON PAGE XI OF THIS SCHEDULE, EXCEPT A PUBLICATION THAT IS SUBJECT TO A DIFFERENT RETENTION PERIOD IN THIS SCHEDULE. FOR EXAMPLE, A MEETING AGENDA (SEE ITEM NUMBER 1.1.058) ALSO MEETS THE DEFINITION, BUT IT MUST BE RETAINED PERMANENTLY; ITEM NUMBERS 1.1.004, 1.1.055, 1.1.066, 1.1.068, AND 4.5.003, WHICH ALSO MEET THE DEFINITION, ARE CLOSELY ASSOCIATED WITH THE APPROPRIATIONS PROCESS AND MUST BE RETAINED AC + 6.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.		CAUTION: MANY STATE PUNLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISION, BY LAW (GOVERNMENT CODE, 441.103-441.105). THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION WILL RETAIN A COPY OF ALL STATE PUBLICATIONS SUBMITTED TO IT ON A CONTINUING BASIS, SUBJECT TO PERIODIC EVALUATION TO DETERMINE IF THE PUBLICATION MERITS FURTHER RETENTION. FOR ADDITIONAL INFORMATION AND REQUIREMENTS CONCERNING STATE PUBLICATIONS MADE AVAILABLE TO THE PUBLIC THROUGH THE INTERNET, CONSILT THE ADMINISTRATIVE RULE OF THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION (13 TAC	