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US – Until Superseded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
OIA02	13.2.005	GIFT RECORDS - INSTITUTIONAL.	THIS SERIES DOCUMENTS POTENTIAL OR REALIZED PRIVATE , CORPORATE, OR PUBLIC AGENCY FUNDING TO THE INSTITUTION, INCLUDING ENDOWMENTS AND TRUSTS. THIS SERIES INCLUDES LETTERS AND AGREEMENTS OF GIFT, COPIES OF BEQUEST INSTRUMENTS AND WILLS FROM INDIVIDUALS OR ESTATES, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I	CAUTION: THE NAMES OR OTHER IDENTIFYING INFORMATION ABOUT A DONOR MAY BE WITHHELD FROM PUBLIC DISCLOSURE UNDER THE PUBLIC INFORMATION ACT. GOVERNMENT CODE SEC. 552.1235.	GOVERNMENT CODE, CHAPTER 552.1235 (EXCEPTION: IDENTITY OF PRIVATE DONOR TO INSTITUTION OF
OIA03	13.2	GIFT RECORDS - DEPARTMENT OR PROGRAM.	THIS SERIES DOCUMENTS POTENTIAL OR REALIZED PRIVATE , CORPORATE, OR PUBLIC AGENCY FUNDING TO A DEPARTMENT OR PROGRAM, INCLUDING ENDOWMENTS, TRUSTS, AND FUNDS RAISED BY SUPPORT/"FRIENDS" GROUPS. THIS SERIES COMPRISES AWARD GUIDELINES, MEMORANDA OF UNDERSTANDING, RECORDS OF FUND DISBURSEMENTS, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM						CAUTION: FOR RECORDS OF MAJOR GIFTS, REFER TO (GIFT RECORDS-INSTITUTIONAL). FOR DONOR FILES, REFER TO (DONOR FILES). FOR ONGOING CONTRACTS AND AGREEMENTS, REFER TO RRS 5.1.001.	HIGHER EDUCATION) - DONORS TO HIGHER ED INSTITUTIONS MAY BE ANONYMOUS; IDENTITY MAY BE WITHHELD.

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OIA05	1.3.001	STATE PUBLICATIONS.	INFO IN ANY FORMAT THAT IS PRODUCED BY THE AUTHORITY OF OR AT THE TOTAL OR PARTIAL EXPENSE OF A STATE AGENCY OR IS REQUIRED TO BE DISTRIBUTED.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.		FOR SERIAL PUBLICATIONS ISSUED IN SUCCESSIVE PARTS BEARING NUMERICAL OR CHRONOLOGICAL DESIGNATIONS (E.G. NEWSLETTERS, ANNUAL STATISTICAL REPORTS OF REGULATED ACTIVITIES). FROM THE DATE OF RELEASE OF THE NEXT PART IN THE SERIES.	