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US – Until Superseded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
OLA01	1.1.048	LITIGATION FILES.	RECORDS CREATED BY OR ON BEHALF OF AN AGENCY IN ANTICIPATION OF OR IN THE ADJUDICATION OF A LAWSUIT.	AC	1			AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION OR ON MOTION OF THE PLANTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. ARCHIVES NOTE: CASES THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL BE EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR THE ARCHIVAL PRESERVATION.	O		

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US – Until Superseded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
OLA02	1.1.014	LEGAL OPINIONS AND ADVICE.	FROM AGENCY LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O	CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION, OR OPINIONS RENDERED FOR PUNLIC INFORTATION ACT REQUESTS. SEE RSIN 1.1.048, 1.1.020, AND 1.1.021. ARCHIVES NOTE: OPINIONS AND ADVICE THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR ARCHIVAL PRESERVATION. SEE PAGE IX FOR ADDITIONAL GUIDELINES.	