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US – Until Superseded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	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
PAR02	5.6.009	PARKING PERMITS / DECALS.	ACCOUNT REGISTRATION FORMS. RETURNED PERMIT FORMS; PHYSICAL DECALS.	US						RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. SEE RSIN 4.1.009 FOR PAYMENT OF PERMIT FEES.	
PAR03		CITATION FORMS.	PARKING NOTICE VIOLATION.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR04		MISSING DECAL FORMS.	PERMITS REPORTED MISSING.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR07		BOOT DOCUMENTATION FORMS.	RECORD OF BOOT CITATION.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR09	15.5.008	STUDENT GOVERNMENT APPEALS.	APPEALS FROM STUDENTS.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR10	3.1.018	FACULTY / STAFF APPEALS.	APPEAL FORMS FROM FACULTY / STAFF.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR11	15.5.008	STUDENT GOVERNMENT APPEAL DISPOSITIONS.	APPEAL FINAL RESULTS.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR12	3.1.018	FACULTY / STAFF DISPOSITIONS.	APPEAL FINAL RESULTS.	AC	2			AC=FINAL OUTCOME OF DISPOSITION.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR13	1.1.006	COMPLAINT FORMS.	CUSTOMER COMPLAINT FORMS.	AC	2			AC=FINAL OUTCOME OF THE COMPLAINT.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR14	1.1.006	MINER METRO COMPLAINT FORMS.	COMPLAINT FORMS.	AC	2			AC=FINAL OUTCOME OF THE COMPLAINT.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	

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PAR16		VEHICLE MODIFICATION FORMS.	CHANGES TO VEHICLE INFORMATION ON FILE.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR19	4.1.009	TRAFFIC PAYMENTS.	PAYMENTS APPLIED TO TRAFFIC CHARGES REPORT.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR20	4.1.009	PARKING PAYMENTS.	PAYMENTS APPLIED TO PARKING CHARGES REPORT.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR21	4.1.009	BOOT PAYMENTS.	STUDENT GOVERNMENT ASSOCIATION PAYMENT ARRANGEMENT.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR22		VOIDS FORMS.	VOIDED CITATIONS.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR23	16.3.051	REDUCED TO WARNINGS.	WRITTEN ON THE CITATION.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. SEE RSIN 16.3.039	