STATE OF TEXAS
Records Retention Schedule

TEXAS STATE LIBRARY & ARCHIVES COMMISSION

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US – Until Superseded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
PLN01	5.2.003a	BUILDING PLANS AND SPECIFICATIONS - STATE OWNED	INCLUDES ARCHITECTURAL AND ENGINEERING DRAWINGS, PROFILES, AND BLUEPRINTS.	LA					R	SEE RSIN 5.2.002 AND 5.2.027	
PLN02	5.2.003b	BUILDING PLANS AND SPECIFICATIONS - LEASED	INCLUDES ARCHITECTURAL AND ENGINEERING DRAWINGS, PROFILES, AND BLUEPRINTS.	AC	2			AC=TERMINATION OR CANCELLATION OF LEASE ACCORDING TO ITS TERMS.		SEE RSIN 5.2.002 AND 5.2.028	
PLN03	5.2.002	BUILDING CONSTRUCTION PROJECT FILES.	PROJECT RECORDS RELATED TO PLANNING, DESIGN, CONTRSUCTION, CONVERSION, OR MODERNIZATION OF STATE FACILITIES, STRUCTURES, INFRASTRUCTURE, AND SYSTEMS, INCLUDING FEASIBILITY, SCREENING, AND IMPLENMENTATION STUDIES; TOPOGRAPHICAL AND SOIL SURVEYS AND REPORTS; AS BUILTS; LABORATORY TEST REPORTS; ENRIONMENTAL IMPACT STATEMENTS; CORRESPONDENCE; SUCCESSFUL AND UNSUCCESSFUL BID DOCUMENTATION AND OTHER RELATED DOCUMENTATION.	AC	10			AC=COMPLETION OF PROJECT.	O	SEE ALSO ITEM NUMBERS 5.2.003 AND 5.2.028.	
PLAN04	5.2.028	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS.	BUILDING CONSTRUCTION CONTRACTS, SURETY BONDS, AND INSPECTION RECORDS.	LA	10					SEE ALSO ITEM NUMBERS 5.2.002 AND 5.2.003A/B.	
PLN05	5.2.012	ESTIMATE FILES.	(SUPPLY AND REPAIR COST ESTIMATES).		1						
PLN06	5.2	SURVEYS - REAL ESTATE.		LA							

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PLN07	5.2	SURVEYS.	GEOTECHNICAL DATA USED TO ASSESS SUITABILITY OF LAND FOR FUTURE DEVELOPMENT.	LA							
PLN08	1.2.003	CAMPUS MASTER DEVELOPMENT PLAN.		AC	2			AC = UNTIL SUPERSEDED OR USE OF FORM IS DISCONTINUED	O		
PLN09	5.2.027	SPACE UTILIZATION DATA.		AV							