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US – Until Superseded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
POL15	5.2.006	LOST AND STOLEN PROPERTY REPORT.		FE	3						
POL16	5.4.001	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION.	ACCIDENT OR OCCUPATIONAL DISEASE REPORTS (BY SUPERVISORS AND EMPLOYEES) AND OTHER ASSSOCIATED REPORTS REQUIRED TO BE SUBMITTED TO THE TEXAS DEPARTMENT OF INSURANCE OR ITS PREDECESSORS OR MAINTAINED INTERNALLY ON ACCIDENT FREQUENCY.	CE	5					DEPARTMENT OF INSURANCE RETAINS COPIES OF THE REPORTSSUBMITTED FOR 50 YEARS.	29 CFR 1904.33; 28 TAC 120.1(c).
POL17	3.1.026	CRIMINAL HISTORY CHECKS.	CRIMINAL HISTORY RECORD INFORMATION ON JOB APPLICANTS OR AGENCY EMPLOYEES OBTAINED FROM THE DEPARTMENT OF PUBLIC SAFETY (DPS).	AC				AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED.		CAUTION: AN AGENCY THAT IS AUTHORIZED TO OBTAIN A CRIMINAL HISTORY RECORD INFORMATION FROM DPS MUST REFER TO ITS AGENCY'S LEGISLATION OR SEE SUBCHAPTER F, CHAPTER 11, GOVERNMENT CODE FOR APPROPRIATE RETENTION AND USE OF THIS INFORMATION.	
POL19A		CASE REPORTS RELATED TO UNSOLVED HOMICIDES.		PM							
POL19		POLICE CASE REPORTS.	ORIGINAL OFFENSE REPORT ALONG WITH SUPPLEMENTAL INVESTIGATION REPORTS RELATIVE TO THAT OFFENSE (INCLUDES SUSPECTS AND ARRESTS).		75						

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POL20	5.4.013	POLICE DISASTER RECOVERY PLAN.	DISASTER PREPAREDNESS AND RECOVERY PLAN.	US						SEE RSIN 5.4.017 FOR RECORDS RELATED TO REPONDING OR RECOVERING FROM AN EMERGENCY.	
POL21		POLICE INCIDENT REPORTS.	REPORTS CONCERNING SUSPICIOUS INCIDENTS,L COMPLAINTS, AND DATING AND DOMESTIC VIOLENCE THAT, AFTER INVESTIGATION, DID NOT APPEAR TO HAVE INVOLVED THE COMMISSION OF A CRIME OR DO NOT BECOM A PART OF ARREST OR OFFENSE INVERTIGATION RECORDS.		3					CAUTION: SEE RSIN 16.3.011 FOR REPORTING OF ALL INCIDENTS REQUIRED BY THE CLERY ACT.	

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POL22A	16.3.035	POLICE OFFENSE REPORT. CLASS A AND B MISDEMEANORS AND STATE JAIL FELONIES	CASES CLEARED BY THE CONVICTION OR ACQUITTAL OF THE PERSON ARRESTED OR CITED, BY THE DISMISSAL OF CHARGES AGAINST THE PERSON, OR BY THE ENTRY ON THE RECORD OF A COURT BY A PROSECUTING ATTORNEY OF A NOLLE PROSEQUI. MAY INCLUDE BUT NOT LIMITED TO: OFFENSE AND SUPPLEMENTAL OFFENSE REPORTS; INVESTIGATION REPORTS AND NOTES; WITNESS STATEMENTS; LATENT FINGERPRINTS; RESULTS OF CHEMICAL ANALYSIS AND POLYGRAPH TESTS; CRIME SCENE, MUG SHOT, AND OTHER PHOTOGRAPHS; LABORATORY REPORTS; CITATIONS; AFFIDAVITS; CRIMINAL PROCESS; VICTIM IMPACT STATEMENTS; AND OTHER RECORDS RELATING AND CUSTOMARY TO THE INVESTIGATION OF CRIMINAL OFFENSES OR OTHER VIOLATIONS OF STATE LAW OR LOCAL ORDINANCE.		2					PER 1. RETAIN UNTIL STATUE OF LIMITATIONS HAS ESTABLISHED IN THE CODE OF CRIMINAL PROCEDURES AND 2. NCIC (NATIONAL CRIME INFORMATION CENTER) POLICY. CAUTION: RECORDS OF CASES NOT CLEARED MUST BE RETAINED UNTIL THE STATUTE OF LIMITATIONS HAS EXPIRED. CAUTION: FOR RETENTION OF JUVENILE CASE FILES, CONSULT FAMILY CODE 58.264(b) NOTE: RECORDS MAY BE DESTROYED UPON THE DEATH OF THE INDIVIDUAL, IF KNOWN.	

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POL22B	16.3.036	POLICE OFFENSE REPORT. CLASS C MISDEMEANORS.	ARREST REPORTS AND CITATIONS FOR CLASS C MISDEMEANORS AND UNCLASSIFIED VIOLATIONS OF STATE LAW OR LOCAL ORDINANCE PUNISHABLE BY FINE ONLY, SUCH AS MINOR IN POSSESSION (MIP), MINOR IN CONSUMPTION (MIC), AND POSSESION OF DRUG PARAPHERNALIA..			6				CAUTION: FOR RETENTION OF JUVENILE CASE FILES, CONSULT FAMILY CODE 58.264(b).	

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POL22C	16.3.037	POLICE OFFENSE REPORT. FIRST-DEGREE AND CAPITAL FELONIES.	CASES CLEARED BY THE CONVICTION OR QUITTAL OF THE PERSON ARRESTED OR CITED, BY THE DISMISSAL OF CHARGES AGAINST THE PERSON, OR BY THE ENTRY ON THE RECORD OF A COURT BY A PROSECUTING ATTORNEY OF A NOLLE PROSEQUI. MAY INCLUDE BUT NOT LIMITED TO: OFFENSE AND SUPPLEMENTAL OFFENSE REPORTS; INVESTIGATION REPORTS AND NOTES; WITNESS STATEMENTS; LATENT FINGERPRINTS; RESULTS OF CHEMICAL ANALYSIS AND POLYGRAPH TESTS; CRIME SCENE, MUG SHOT, AND OTHER PHOTOGRAPHS; LABORATORY REPORTS; CITATIONS; AFFIDAVITS; CRIMINAL PROCESS; VICTIM IMPACT STATEMENTS; AND OTHER RECORDS RELATING AND CUSTOMARY TO THE INVESTIGATION OF CRIMINAL OFFENSES OR OTHER VIOLATIONS OF STATE LAW OR LOCAL ORDINACE.		50					CAUTION: RECORDS OF CASES NOT CLEARED MUST BE RETAINED UNTIL THE STATUE OF LIMITATIONS HAS EXPIRED. CAUTION: FOR RETENTION OF JUVENILE CASE FILES, CONSULT FAMILY CODE 58.264(b). NOTE: RECORDS MAY BE DESTROYED UPON THE DEATH OF THE INDIVIDUAL, IF KNOW.	

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POL23		POLICE PERSONNEL BACKGROUND INFORMATION.	CAMPUS POLICE PERSONNEL INFORMATION MAY INCLUDE JOB POSITION/SALARY AND PROMOTIONS; BUT NOT LIMITED TO: HOURS OF TRAINING, CERTIFICATE OF COMPLETION, LICENSE AND DRIVING RECORD CHECKS, PERFORMANCE EVALUATIONS, TEST SCORES, CONTINUING EDUCATION, ACHIEVEMENTS OF THE EMPLOYEE.	AC	5			AC=DATE OF SEPARATION			37 TAC 217.7(h).
POL24	1.1.070	POLICE POLICY AND PROCEDURES MANUAL - FINAL.	MANUALS, GUIDELINES, ADMINISTRATIVE RULES, OR SIMILAR RECORDS DISTRIBUTED INTERNALLY FOR THE USE OF EMPLOYEES OR EXTERNALLY TO THE PUBLIC OR THOSE INDIVIDUALS OR ENTITIES REGULATED BY AN AGENCY THAT SETS OUT THE RULES, POLICIES, AND PROCEDURES THAT GOVERN AN AGENCY'S PROGRAMS, SERVICES, OR PROJECTS.	AC	5			AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	O	ARCHIVES NOTE: WORKING FILES AND RELATED DOCUMENTATION USED IN CREATING THE FINAL RULES, POLICIES, AND PROCEDURES, ARE NOT SUBJECT TO ARCHIVAL REQURIEMENT AND MAY BE DISPOSED OF AT THE EXPIRATION OF THE RETENTION PERIOD.	
POL26	5.4.002	EVACUATIONS PLANS.	PLANS FOR EVACUATION OF AGENCY FACILITIES IN CASES OF EMERGENCY.	US							
POL28	3.3.020	WORK SCHEDULE ASSIGNMENTS.	WORK, DUTY, SHIFT, CREW, OR CASE SCHEDULES, ROSTERS, OR ASSIGNMENTS.		1						

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POL29	16.3.051	CRIMINAL TRESPASS WARNINGS.	WARNING CITATIONS ISSUED FOR VIOLATIONS OF MOTOR VEHICLE LAWS OR FOR THOSE VIOLATIONS OF THE PENAL CODE (E.G., CRIMINAL TRESPASS) IN WHICH THE ISSUANCE OF WARNING CITIATIONS IS CUSTOMARY.	AV							