STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
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Archival Codes (Field 10)
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1. Agency Code: 724			2. Agency Name: University of Texas El Paso								
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PRE04	12.1	PROFESSOR EMERITUS FILES.	NOMINATIONS, LETTER FROM THE DEAN, SIMILAR DOCUMENTATION AND RECOMMENDATIONS FROM THE COMMITTEE RELATING TO THE REVIEW PROCESS FOR EMERITUS SELECTION.	PM					I		
PRE05	12.1.001	TENURE LETTERS.	EVALUATIONS, RECOMMENDATIONS, AND SIMILAR DOCUMENTATION RELATING TO THE REVIEW PROCESS FOR PROMOTION AND TENURE FOR ALL FACULTY AND STAFF IN THE TENURE TRACK.	AC	2			AC=UNTIL PERSON TERMINATES.		DEPARTMENTAL COPY. SEEREFERENCE 3.1.037 HUM60. CAUTION: RETENTION PERIOD SHOULD BE LONGER IF A UNIVERSITY'S TENURE REVIEW CYCLE REQURES IT. FOR EMPLOYMENT PERFORMANCE AND APPRAISAL RECORDS, SEE RRS SECTION 3.1	
PRE06	1.1	DOCKET INSTRUCTIONS.	AGENDA (MEETING) OR DOCKET, A LIST OF MEETING ACTIVITIES IN THE ORDER IN WHICH THEY ARE TO BE TAKEN UP.	AV							
PRE07	1.1.058	BOARD MEETING DIGEST.	OPEN MEETINGS OF STATE BOARDS, COMMISSIONS, COMMITEES, AND COUNCILS FROM WHICH WRITTEN MINUTES ARE PREPARED FOR SUMMARY (DIGEST).	PM					I		

STATE OF TEXAS
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SLR 105
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PRE09	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.	O	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 ARCHIVAL PRESERVATION.	
PRE10	13.2.005	GIFT REPORTS.	GIFT REPORTS FROM 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		
PRE12	1.1.011	ALUMNI ASSOCIATION BY-LAWS.	ANY DOCUMENT THAT INITIATES, RESCINDS, OR AMENDS A REGULATION, POLICY, OR PROCEDURES THAT GOVERNS THE PROGRAMS, SERVICES, OR PROJECTS OF THE AGENCY.	US	3				I		

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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PRE13	1.1.019	PUBLIC RELATIONS RECORDS.	NEWS PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO, AND AUDIOVISUAL RECORDS.		2				O		
PRE14	1.1.070	RULES AND REGULATIONS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS SYSTEM.	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	3			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 PRCEDURES, ARE NOT SUBJECT TO ARCHIVAL REQUREMENT AND MAY BE DISPOSED OF AT THE EXPIRATION OF THE RETENTION PERIOD.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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PRE15A	1.3.002	PUBLICATION DEVELOPMENT FILES.	BACKGROUND MATERIAL, COPY (DRAFTS), ORIGINAL ARTWORK, PHOTO NEGATIVES, PRINTS, FLATS ETC. THIS INCLUDES ALL WORK PERFORMED BOTH INSIDE AND OUTSIDE THE AGENCY.	AV				SEE RSIN 1.1.001 FOR FINAL SATE PUBLICATIONS CREATED FROM DEVELOPMENT FILES	O	ARCHIVES NOTE: SUCCESSIVE AND SUBSTANTIVE DRAFTS OF MAJOR PUBLICATIONS MAY BE ARCHIVAL. MAJOR IS DEFINED BY BOTH THE PUBLICATION'S AUTHORSHIP AND ITS IMPACT ON TEXAS AND TEXANS. ORIGINAL ARTWORK, INCLUDING PHOTO PRINTS AND NEGATIVES THAT HAVE SIGNIFICANT VALUE AS EVIDENCE OF AGENCY PROGRAMS AS WELL AS THE POTENTIAL FOR RE-USE, MAY BE ARCHIVAL. SEE RSIN 1.1.001 FOR FINAL SATE PUBLICATIONS CREATED FROM DEVELOPMENT FILES	

STATE OF TEXAS
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PRE15	1.3.001	STATE PUBLICATIONS.	ONE COPY OF EACH STATE PUBLICATION AS DEFINED ON PAGE XI OF THIS SCHEDULE, EXCEPT A PUBLICATION THAT IS SUBJECT TO A DIFFERENT RETENTION PERIOD IN THIS SCHEDULE. FOR EXAMPLE, A MEETING AGENDA (SEE ITEM NUMBER 1.1.058) ALSO MEETS THE DEFINITION, BUT IT MUST BE RETAINED PERMANENTLY; ITEM NUMBERS 1.1.004, 1.1.055, 1.1.066, 1.1.068, AND 4.5.003, WHICH ALSO MEET THE DEFINITION, ARE CLOSELY ASSOCIATED WITH THE APPROPRIATIONS PROCESS AND MUST BE RETAINED AC + 6.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.		RECORD COPY KEPT AT PRESIDENT OFFICE AND COPIES SENT TO TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. FOR ADDITIONAL INFORMATION AND REQUIRENMENTS CONCERNING STATE AND PUBLICATTIONS MADE AVAILABLE TO THE PUBLIC THROUGHT THE INTERNET, CONSULT THE ADMINISTRATIVE RULES OF THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM OF THE TEXAS STATE LIVRARY AND ARCHIVES COMMISSION (13 TAC 3.1 - 3.8).	

STATE OF TEXAS
Records Retention Schedule

SLR 105
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PRE16	1.1.067	REPORTS, CONSULTANTS, AND COMMITTEES.	ANNUAL, SUB-ANNUAL, OR SPECIAL REPORTS OR STUDIES ON NON-FISCAL ASPECTS OF AN AGENCY'S PROGRAMS, SERVICES, OR PROJECTS COMPILED BY AGENCY PERSONNEL, BY ADVISORY COMMITTEES, OR BY CONSULTANTS UNDER CONTRACT WITH AN AGENCY THAT ARE NOT NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS. ARCHIVES NOTE: REPORTS ARE ARCHIVAL WHEN THEY DEAL WITH SIGNIFICANT ASPECTS OF THE AGENCY'S PROGRAMS. FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. SEE PAGE IX FOR MORE INFORMATION	
PRE17	1.1.040	SPEECHES, PAPERS AND PRESENTATIONS.	NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERED IN CONJUCTION WITH AGENCY WORK.	AC	2			AC=End of event, until superseded, or obsolete.	R		
PRE30	4.5.002	FISCAL MANAGEMENT REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS AND ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REORTS, HUB REPORTS, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5					CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUIREMENTS. SEE RSIN 4.7.008	

STATE OF TEXAS
Records Retention Schedule

SLR 105
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PRE31	4.5.003	ANNUAL FINANCIAL REPORTS.	REQUIRED BY THE GENERAL APPROPRIATIONS ACT (100 DAY REPORT).	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.		PERMANENT COPY IS RETAINED AT THE PRESIDENT'S OFFICE. CAUTION: IF AN AGENCY DOES NOT PRODUCE A BIENNIAL OR ANNUAL NARRATIVE REPORT AS DESCRIBED IN ITEM NUMBER 1.1.066, THEN THESE ANNUAL FINANCIAL REPORTS MUST BE MARKED WITH ARCHIVAL CODE A. THE ARCHIVAL REQUIREMENT, WHEN A BIENNIAL OR ANNUAL NARRATIVE REPORT IS NOT PRODUCED, IS MET BY SENDING THE REQUIRED COPIES OF THE REPORTS TO THE TEXAS STATE PUBLICATION DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. ARCHIVES NOTE: THE FINAL VERSION OF ANNUAL FINANCIAL REPORTS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM PER 13 TAC 3.3(a)(2)(a). WORKING FILES AND RELATED DOCUMENTATION SUED IN CREATING THE FINAL PLAN ARE	

STATE OF TEXAS
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PRE32	1.1.066	REPORTS - BIENNIAL OR ANNUAL AGENCY (NARRATIVE).	BIENNIAL NARRATIVE REPORTS TO THE GOVERNOR AND LEGISLATIURE AS REQUIRED BY AN AGENCY'S ENABLING STATUES, INCLUDING ANNUAL NARRATIVE REPORTS IF THEY ARE REQUIRED BY STATUE.	AC	6			AC=SEPTEMBER 1 OF ODD - NUMBERED CALENDAR YEARS.	I	ARCHIVES NOTE: THE ARCHIVAL REQUIREMENT IS MET BY SENDING THE REQUIRED COPIES OF THE REPORTS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
PRE34	4.5.002	COMPTROLLER STATEMENTS.		FE	5					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUIREMENTS. SEE RSIN 4.7.008.	
PRE36	1.1.055	STRATEGIC PLANS.	INFORMATION RESOURCES AND OPERATIONAL STRATEGIC PLANS PREPARED IN ACCORDANCE WITH 2054.095 AND 2056.002, GOVERNMENT CODE.	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.	I	ARCHIVES NOTE: THE ARCHIVAL REQUIREMENT IS MET BY SENDING THE REQUIRED COPIES OF THE PLANS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	

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PRE37	1.1.023	ORGANIZATION CHARTS.		US					I	RECORD KEPT IN PAPER AND ELECTRONIC MEDIUM. ARCHIVES NOT: ONLY CARTS SHOWING THE OVERALL ARRANGEMENT AND ADMINISTRATIVE STRUCTURE OF THE STATE AGENCY NEED TO BE TRANSFERRED TO THE ARCHIVES AND INFORMATION	
PRE38	1.1.027	PROPOSED LEGISLATION.	DRAFTS OF PROPOSED LEGISLATION AND RELATED CORRESPONDENCE.	AV					O		
PRE39	17.3.010	TRADEMARKS.	RECORDS RELATING TO DISCLOSURES OR APPLICATIONS FOR PATENTS THAT ARE EITHER NOT FILED OR OTHERWISE USUED BY THE UNIVERSITY, OR WHICH ARE DENIED BY THE US PATENT AND TRADEMARK OFFICE (USPTO).	AC	7			AC = DATE OF LAST OFFICE ACTION OR RELATED CORRESPONDENCE IN FILE.		NOTE: PATENT APPLICATIONS REMAIN CONFIDENTIAL UNLESS PUBLISHED BY THE US PATENT AND TRADEMARK OFFICE OR AN INTERNATIONAL PATENT OFFICE.	
PRE40	3.3.023	REQUEST AND AUTHORIZATION FOR TRAVEL.	REQUESTS AND AUTHORIZATIONS FOR TRAVEL; PARTICIPATION IN EDUCATIONAL PROGRAMS, WORKSHOPS, OR COLLEGE CLASSES; OR FOR OTHER WORK-RELATED ACTIVITIES FOR WHICH THE EXPENSES OF THE EMPLOYEE ARE DEFRAYED OR REIMBURSED.	FE	3						