# 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US – Until Superseded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 |
| PUR13 | 4.1.001 | PURCHASE VOUCHERS. | REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS. | FE | 3 | | | | | ORIGINAL GRANT AUDIT REQUIREMENT. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. | |
| PUR14 | | PRO-CARD- (UT El Paso Procurement Card). | BANK APPLICATION, CREDIT CARD AGREEMENT, DEAN/CHAIR/DIRECTOR AUTHORIZATION AGREEMENT, E-MAIL, ETC. | | 9 | | | | | ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. | |
| PUR16 | 5.1.001a | CONTRACTS & LEASES. 9/1/2015 AND AFTER | CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. a)<br><br>EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015 | AC | 7 | | | AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. | | RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.<br><br>SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS. | GOVERNMENT CODE, 441.1855. |

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| PUR17 | 5.1.001b | CONTRACTS & LEASES. | CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE.<br><br>EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015. | AC | 4 | | | AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. | | RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.<br><br>SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.<br><br>NOTE: REFER TO SB20 (84TH LEG). FOR RETENTION PERIOD CONTEXT. | GOVERNMENT CODE, 441.1855. |
| PUR18 | 5.3.004 | ORDERS - ACKNOWLEGEMENT. | | AV | | | | | | RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.<br><br>CAUTION: SOME SHIPPING INFORMATION MAY REQUIRE LONGER RETENTION PERIOD. STATE AGENCIES MUST DETERMIN IF LONGER RETENTION PERIOD IS REQUIRED BASED ON THE TYPE OF MATERIALS SHIPPED TO OR FROM THEIR AGENCY. | |

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| PUR19 | 4.5.002 | REPORTS - (HUB=HISTORICALLY UNDERUTILIZED BUSINESS REPORTS). | SPECIAL PURPOSE - I.E. FEDERAL FINANCIAL REPORTS, SALARY REPORTS, ETC. INCLUDES HUB REPORTS. | FE | 5 | | | | | RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.<br><br>CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUIREMENTS. SEE RSIN 4.7.008. | |
| PUR20 | 5.3.007a | BID DOCUMENTATION. - 9/1/2015 AND AFTER | INCLUDES BID REQUISITION/AUTHORIZATIONS, INVITATIONS TO BID OR PROPOSE, BID SPECIFICATIONS, AWARDED AND UNAWARDED BIDS, AND BID TABULATION/EVALUATIONS.<br><br>ASSOCIATED WITH A CONTRACT EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015 | AC | 7 | | | AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS OR DECISION NOT TO PROCEED WITH THE BID. | | RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. | GOVERNMENT CODE, 441.1855. |
| PUR21 | 5.3.007b | BID DOCUMENTATION. - 8/31/2015 AND PRIOR | INCLUDES BID REQUISITION/AUTHORIZATIONS, INVITATIONS TO BID OR PROPOSE, BID SPECIFICATIONS, AWARDED AND UNAWARDED BIDS, AND BID TABULATION/EVALUATIONS.<br><br>ASSOCIATED WITH A CONTRACT EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015 | FE | 3 | | | | | RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.<br><br>NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT. | GOVERNMENT CODE, 441.1855. |

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| PUR22 | 5.3.007c | BID DOCUMENTATION. - INVALID BIDS | INVALID BIDS THAT DO NOT MEET AGENCY SUBMISSION REQUREMENTS AND ARE NOT INCLUDED IN BID EVALUATION PROCESS (E.G. WITHDRAWN, MISSED SUBMISION DEADLINE, INCOMPLETE SUBMISSION, ETC.) | AC | 2 | | | AC= DATE OF NOTIFICATION OF DENIAL OR DATE OF WITHDRAWAL, AS APPLICABLE. | | RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. | |
| PUR31 | 5.3.008 | PURCHASING LOGS. | LOG, REGISTER, ETC., PROVIDING A RECORD OF PURCHASE ORDERS ISSUED, ORDERS RECEIVED, AND SIMILAR DATA ON PROCUREMENT STATUS. | FE | 3 | | | | | RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. | |
| PUR32 | 1.2.001 | DESTRUCTION SIGN OFF. | DOCUMENTS AUTHORIZING FINAL DISPOSITION OF RECORDS UNDER A CERTIFIED RECORDS RETENTION SCHEDULE. RECORDS MAY ALSO INCLUDE DESTRUCTION AUTHORIZATIONS (E.G. FORM RMD 102) APPROVED BY TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. | FE | 3 | | | | | CAUTION: IF DESTRUCTION AUTHORIZATIONS ARE MAINTAINED AS PART OF RSIN 1.2.010 (RECORDS DISPOSITION LOGS), THEN LONGER RETENTION PERIOD APPLIES. | |
| PUR33 | 1.2.005 | RECORDS RETENTION SCHEDULE - AGENCY COPY (SLR 105). | AGENCY COPY. FORMERLY RMD 105. INCLUDES DOCUMENTATION OF CERTIFICATION AND APPROVAL-FORMS SLR105C (FORMERLY RMD 105C), AND/OR OTHER FORMS DESIGNATED BY THE STATE RECORDS ADMINISTRATOR. | US | | | | | | ORIGINAL IS RETAINED BY THE STATE AND LOCAL RECORDS MANAGEMENT DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. | |

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| PUR35 | 1.2.010 | RECORDS DISPOSITION LOGS. | LOGS SIMILAR RECORDS LISTING RECORDS DESTROYED OR TRANSFERRED TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, SHOWING RECORDS SERIES TITLE, DATES OF RECORDS, AND DATE DESTROYED OR TRANSFERRED. | | 10 | | | | | CAUTION: DISPOSITION CAN MEAN DESTROYED OR TRASNFERRED. | |
| PUR36 | 1.2.012 | RECORDS INVENTORY WORKSHEETS. | REVIEW AND ASSESSMENT OF RECORDS WORKSHEETS. | US | | | | | | | |
| PUR37 | 1.2.014 | RECORDS MANAGEMENT PLANS. | RECORDS MANAGEMENT PLANS AND SIMILAR RECORDS THAT ESTABLISH THE POLICIES AND PROCEDURES UNDER WHICH RECORDS AND INFORMATION ARE MANAGED IN AN AGENCY. | US | 1 | | | | | | |