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US – Until Superseded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
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. 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. ASSOCIATED WITH A CONTRACT EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.
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BIDS	INVALID BIDS THAT DO NOT MEET AGENCY SUBMISSION REQUREMENTS AND ARE NOT INCLUDED IN BID EVALUATION PROCESS (E.G. WITHDRAWN, MISSED SUBMISION DEADLINE, INCOMPLETE SUBMISSION, ETC.)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.	

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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.	
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.	

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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						
REG54	15.2.014	APPLICATION FOR GRADUATION.		AC	1			AC=GRADUATION OR LAST DATE OF ATTENDANCE			