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US – Until Superseded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
RES15	11.1	FACULTY/STAFF/ALUMNI AND FAMILY MEMBERS REGISTRATION FORMS (TO INCLUDE LIABILITY WAIVERS).	FORMS USED FOR MEMBERSHIP RENEWALS, NEW AND FOR ONE SINGLE USE GUESTS, THESE INCLUDE THE LIABILITY WAIVER.	AC	3			AC=CESSATION OF ACTIVITY FOR WHICH THE WAIVER WAS SIGNED.			
RES16		PROGRAM SCHEDULE (RECREATIONAL SPORTS).	USED FOR SPECIAL PROGRAMS, PROGRAMS, INCLUDES TEAM NAMES, DATES, TIMES OF PLAY AND LOCATION.	FE	1				O		
RES17		STUDENT INTRAMURAL SPORTS MEMBERSHIP FORMS (TO INCLUDE LIABILITY WAIVERS).	USED FOR INTRAMURAL SPORTS TO INCLUDE LIABILITY WAIVER, INCLUDES NAME, ADDRESS, E-MAIL, MINER GOLD CARD AND TEAM NAME.	AC	3			AC=CONCLUSION OF INTRAMURAL SPORTS SEASON.			
RES18	5.2.026	FACILITIES RESERVATION LOG.	FORM IS USED TO RESERVE AREAS OF THE RECREATIONAL CENTER, INCLUDES DEPARTMENT, ORGANIZATION INFORMATION, DATE AND DATE REQUESTED.		2						
RES19	5.2.006	INVENTORY, NOTICES OF EQUIPMENT REMOVED FORM.	STANDARD UNIVERSITY SURPLUS FORM, INCLUDES DEPARTMENT, DATE, TAG NUMBERS, AND SIGNATURE.	FE	3						