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US – Until Superseded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
RSP03	1.1.014	LEGAL OPINIONS AND ADVICE ON INTELLECTUAL PROPERTY.	FROM RESEARCH & SPONSORED PROJECTS LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O	CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION, OR OPINIONS RENDERED FOR PUBLIC INFORMATION ACT REQUESTS. SEE RSIN 1.1.048, 1.1.020, AND 1.1.021	
RSP16	4.7.008a	FEDERAL GRANT RECORDS AND OTHER SPONSORED GRANTS AND CONTRACTS. - AWARDED	THIS SERIES DOCUMENTS STATE, FEDERAL, AND OTHER SPONSORED GRANT PROJECTS PARTICIPATED IN OR ADMINISTERED BY STATE AGENCIES. IT INCLUDES GRANT AUTHORIZATION RECORDS, WHICH PROVIDE EVIDENCE OF THE AWARD OF GRANTS TO OR BY AGENCIES; GRANT/PROJECT FINANCIAL OR PERFORMANCE REPORTS WHICH ARE PERIODIC REPORTS OF FINANCIAL ACTIVITY AND/OR PROGRAM PERFORMANCE RELATED TO GRANTS RECEIVED OR MADE BY AGENCIES.	AC	3			AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		GRANT AUDIT REQUIREMENT. CAUTION: RETENTION REQUIREMENTS MAY VARY DEPENDING ON THE SPECIFIC FUNDING AGENCY. RECORDS IN THIS SERIES MAY BE SUBJECT TO GOVERNMENT CODE 441.1855. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD.	
RSP17	4.7.008b	FEDERAL GRANT RECORDS AND OTHER SPONSORED GRANTS AND CONTRACTS. - NON-AWARDED	NON-AWARDED, DENIED, OR UNFUNDED GRANT APPLICATIONS AND PROPOSALS.	AC	2			AC=DATE OF NOTIFICATION OF NON-AWARDED			

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RSP18	5.1.001a	CONTRACTS AND AFFILIATION AND PROGRAM AGREEMENTS WITH LOCAL AND STATE. 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. EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDIN CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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RSP18B	5.1.001b	CONTRACTS AND AFFILIATION AND PROGRAM AGREEMENTS WITH LOCAL AND STATE.	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. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDIN CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS. NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.
RSP19	17.3.012	TRANSMITTAL FORM (GRANT PROPOSALS NOT AWARDED).		AC	5			AC=DATE OF NOTIFICATION OF NON-AWARD.			