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US – Until Superseded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
TKC15	4.8.001	CASH DEPOSIT VOUCHERS.	TICKET CENTER DEPOSIT RECAP, CREDIT CARD SLIP COPIES AND CASH DEPOSIT SLIPS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
TKC18	4.1.009	SALES REPORTS.	TICKET CENTER MONTLY RECAP SALES REPORTS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
TKC21	4.1.009	TICKET STOCK - BALANCING.	TICKET CENTER MONTHLY VOIDS AND REFUNDS BALANCE SHEETS.	FE	3						
TKC22	4.1.009	RECONCILIATIONS.		FE	3					ORIGINAL INCOME DOCUMENTATION, SALES, TICKETS.	