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US – Until Superseded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
ULR01	1.1.040	CONVOCATION PROGRAMS.	THE PRESIDENT'S ANNUAL STATE OF THE UNIVERISTY SPEECH (STUDENT ENROLLMENT, STUDENT SUCCESS, PAST AND FUTURE ACCOMPLISHMENTS, TOP-RANK PROGRAMS, UTEP SERVES AS TOP ECONOMIC FORCE, IN THE REGION, ETC.).	PM					I		
ULR03	17.1.004	COMMENCEMENT PROGRAMS.	THIS SERIES DOCUMENTS COMMENCEMENT PROGRAM PLANNING AND IMPLEMENTATION AT THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: COMMENCEMENT ATTENDANCE FORMS; PLANNING RECORDS CREATED BY COMMENCEMENT COMMITTEES OR OTHER PLANNING GROUPS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM							
ULR05	1.1	CONFERENCE DOCUMENTATION.	MONTHLY SCHEDULED UNIVERSITY CONFERENCES BY EVENT, BUILDING LOCATION, SERVICE FEES, NUMBER OF PARTICIPANTS, ETC.		5						