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US – Until Superseded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
UNC01	1.3.001	STATE PUBLICATIONS.	INFO IN ANY FORMAT THAT IS PRODUCED BY THE AUTHORITY OF OR AT THE TOTAL OR PARTIAL EXPENSE OF A STATE AGENCY OR IS REQUIRED TO BE DISTRIBUTED.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.		CAUTION: MANY STATE PUBLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, BY LAW (GOVERNMENT CODE SECTION 441.101-441.106).	
UNC02	1.3.002	PUBLICATION DEVELOPMENT FILES.	BACKGROUND MATERIAL, COPY (DRAFTS), ORIGINAL ARTWORK, PHOTO NEGATIVES, PRINTS, FLATS ETC. THIS INCLUDES ALL WORK PERFORMED BOTH INSIDE AND OUTSIDE THE AGENCY.	AV					O	ARCHIVES NOTE: SUCCESSIVE AND SIBSTANTIVE DRAFTS OF MAJOR PUBLICATION'S MAY BE ARHIVAL. MAJOR IS DEFINED BY BOTH THE PUBLICATION'S AUTHORSHIP AND ITS IMPACT ON TEXAS AND TEXANS. ORIGINAL ARTWORK, INCLUDING PHOTO PRINTS AND NEGATIVES THAT HAVE SIGNIFICANT VALUE AS EVIDENCE OF AGENCY PROGRAMS AS WELL AS THE POTENTIAL FOR RE-USE, MAY BE ARCHIVAL.	
UNC03	5.1.001	ADVERTISING AGREEMENTS.		AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.			
UNC04	4.1.001	SALES INVOICES.		FE	3						

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US – Until Superseded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
UNC05	1.1.019	PUBLIC RELATIONS RECORDS.	NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO AND AUDIOVISUAL RECORDS.		2				O		
UNC06	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							