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US – Until Superseded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
UNN01	1.1.063	STAFF MEETINGS MINUTES AND NOTES.	MINUTES OR NOTES, AND SUPPORTING DOCUMENTATION TAKEN AT INTERNAL AGENCY STAFF MEETINGS.		1						
UNN03	1.1.067	REPORTS AND STUDIES (NON-FISCAL).	ANNUAL, SUB-ANNUAL, OR SPECIAL REPORTS OR STUDIES ON NON-FISCAL ASPECTS OF AN AGENCY'S PROGRAMS, SERVICES, OR PROJECTS COMPILED BY AGENCY PERSONNEL, BY ADVISORY COMMITTEES, OR BY CONSULTANTS UNDER CONTRACT WITH AN AGENCY THAT ARE NOT NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	ARCHIVES NOTES: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E.	

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UNN05	5.1.001a	CONTRACTS AND LEASES. 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 TEXS 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 ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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UNN06	5.1.001b	CONTRACTS AND LEASES.	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 TEXS 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 ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS. NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.
UNN07	5.2.026	FACILITIES RESERVATION LOGS.	RESERVATION LOGS OR SIMILAR RECORDS RELATING TO THE USE OF AGENCY FACILITIES SUCH AS MEETING ROOMS, AUDITORIUMS, ETC.		2						
UNN09	4.1.009	DYNAMITE GAMING (RECREATION CENTER) REGISTER TAPE TRANSACTIONS.	STUDENT UNION BUILDING GAME ROOM DAILY SALES TAPE RECEIPTS (VOIDS AND REFUNDS).	FE	3						
UNN11	4.1.009	DYNAMITE GAMING (RECREATION CENTER) GAMING SALES STUBS.	STUDENT UNION BUILDING GAME ROOM DAILY SALES SALES STUB RECEIPTS (VOIDS AND REFUNDS).	FE	3						

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UNN12	5.6.005	UNION SERVICES VEHICLE MILEAGE REPORTS.	INCLUDES MILEAGE, FULE/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	FE	3						