STATE OF TEXAS
Records Retention Schedule

TEXAS STATE LIBRARY ARCHIVES COMMISSION

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US – Until Superseded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
VPB03	1.1.006	COMPLAINT RECORDS.	COMPLAINT RECEIVED BY AN AGENCY FROM THE PUBLIC CONCERNING THE AGENCY AND RECORDS PERTAINING TO THE RESOLUTION OF THE COMPLAINT.	AC	2			AC=FINAL DISPOSITION OF THE COMPLAINT.		CAUTION: IF A COMPLAINT BECOMES THE SUBJECT OF LITIGATION, IT MUS BE INCLUDED IN AND IS SUBJECT TO THE MINIMUM RETENTION PERIOD OF ITEM NUMBER 1.1.048.	
VPB04	5.1.010	LICENSES AND PERMITS FOR NON-VEHICLES.	ALCOHOLIC BEVERAGE PERMITS.	AC	2			AC= EXPIRATION DATE OF LICENSE OR PERMIT.		CAUTION: DOES NOT INCLUDE LICENSES AND PERMITS ISSUED BY AN AGENCY AS PART OF ITS STATUTORY REPONSIBILITIES.	
VPB05	1.1.067	REPORTS AND STUDIES (NON-FISCAL).	TEXAS COORDINATING BOARD OF HIGHER EDUCATION REPORTS.		10				O	SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS ARCHIVES NOTE: REPORTS ARE ARCHIVAL WHEN THEY DEAL WITH SIGNIFICANT ASPECTS OF THE AGENCY'S PROGRAMS. FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. SEE PAGE IX FOR MORE INFORMATION	
VPB06		TRADEMARK LICENSING AGREEMENTS.	UT EL PASO RIGHTS OF RECOGNIZABLE TRADEMARK LOGO, DESIGN, SYMBOLS, AND PRODUCTS LICENSING AGREEMENTS.	AC	20			AC= AFTER CLOSED.	O		

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VPB08	5.1.001a	COPYRIGHT LICENSING AGREEMENTS.- 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 RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.
VPB09		INSTITUTIONAL MEMBERSHIPS.	TRANSITORY MEMBERSHIPS THAT CHANGE ON AN ANNUAL BASIS.		5						
VPB11A	5.1.013a	INSURANCE POLICIES. 9/1/2015 AND AFTER	FOR VEHICLES, EQUIPMENT, ETC.	AC	7			AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.			GOVERNMENT CODE, 441.1855.
VPB11B	5.1.013b	INSURANCE POLICIES. 8/31/2015 AND PRIOR	FOR VEHICLES, EQUIPMENT, ETC.	AC	4			AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.		NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.
VPB12		PROPERTY FILES.	UT EL PASO REAL ESTATE PROPERTY MANAGEMENT FILES (WILLS AND DEEDS).	PM							

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VPB13	1.1.020	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED.	INCLUDES ALL CORRESPONDENCE AND DOCUMENTATION RELATING TO REQUESTS FOR RECORDS THAT ARE FURNISHED TO THE PUBLIC UNDER PUBLIC INFORMATION ACT (CHAPTER 552, GOVERNMENT CODE).	AC	2			AC=DATE REQUEST FULFILLED.			
VPB14	1.1.021	PUBLIC INFORMATION REQUESTS - EXEMPTED.	INCLUDES ALL CORRESPONDENCE AND DOCUMENTATION RELATING TO REQUESTS FOR RECORDS THAT ARE EXEMPT UNDER THE PUBLIC INFORMATION ACT (CHAPTER 552, GOVERNMENT CODE).	AC	2			AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.			