



**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 US – Until Superseded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			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
EHS03	5.4.003	INSPECTION RECORDS.	FIRE, SAFETY, AND OTHER INSPECTION RECORDS OF AGENCY FACILITIES AND EQUIPMENT.	AC	3			AC=INSPECTION, OR DATE OF THE CORRECTION OF THE DEFICIENCY IF THE INSPECTION REPORT REVEALS A DEFICIENCY.		CAUTION: DOES NOT INCLUDE INSPECTION REPORTS OF BUILDING CONSTRUCTION. SEE ITEM NUMBER 5.2.028.	28 CFR 35.105(c).