



**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 US – Until Superseded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				
IAB07	1.1.040	SPEECHES, PAPERS, AND PRESENTATIONS.	NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERS IN CONJUNCTION WITH AGENCY WORK.	AC	2			AC=End of event, until superseded, or obsolete.	R	ARCHIVES NOTE: ONLY SPEECHES, PAPERS, AND PRESENTATIONS GIVEN BY OR ON BEHALF OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND PROGRAM HEADS REQUIRE ARCHIVAL REVIEW.	