



**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 US – Until Superseded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				
OLA01	1.1.048	LITIGATION FILES.	RECORDS CREATED BY OR ON BEHALF OF AN AGENCY IN ANTICIPATION OF OR IN THE ADJUDICATION OF A LAWSUIT.	AC	1			AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION OR ON MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. ARCHIVES NOTE: CASES THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL BE EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR THE ARCHIVAL PRESERVATION.	O		



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OLA02	1.1.014	LEGAL OPINIONS AND ADVICE.	FROM AGENCY LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O	CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION, OR OPINIONS RENDERED FOR PUNLIC INFORTATION ACT REQUESTS. SEE RSIN 1.1.048, 1.1.020, AND 1.1.021.  ARCHIVES NOTE: OPINIONS AND ADVICE THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR ARCHIVAL PRESERVATION. SEE PAGE IX FOR ADDITIONAL GUIDELINES.	