

STATE OF TEXAS

SLR 105
Form SLR105C must
accompany this form

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Records Retention Schedule

2. Agency Code 724		3. Agency Name The University of Texas at El Paso						
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title	7. Retention Period			8. Archival	10. TSLAC Only	
			Office	Storage	Total	9. Remarks		
2.1.001	CIE12	PROCESSING FILES.	AC		AC	AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERROS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR. ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.		

Codes:

AC=After Close AV= Administratively Valuable
 CE=Calendar Yr End FE=Fiscal Yr End
 LA=Life of Asset MO=Months
 PM=Permanent US=Until Superseded

I=Retain in Archives
 O=Review by Archivist

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2.1.007	CIE16	SOFTWARE PROGRAMS.		AC+1		AC+1	AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. CAUTION: IF AN ELECTRONIC RECORD IS SCHEDULED FOR PERMANENT RETENTION, SOFTWARE NEEDED FOR ACCESS TO THE RECORD MUST ALSO BE RETAINED PERMANENTLY.		

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1.1.024	CIE17	PLANS AND PLANNING RECORDS.		AC+3		AC+3	O AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.	
1.1	CIE42	INSTITUTIONAL SURVEYS. INFORMATION OR DATA COLLECTED AND COMPILED FOR THE PURPOSE OF PRODUCING NON-FISCAL REPORTS.		AC+5		AC+5	AC=AFTER CLOSED. CAUTION: DOES NOT INCLUDE SOURCE DOCUMENTATION USED FOR INFORMATION OR DATA INCLUDED IN OR DIRECTLY RELATED TO ANOTHER RECORDS SERIES IN THIS SCHEDULE. SEE ESPECIALLY ITEM NUMBER 1.1.064.	

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			Office	Storage	Total				
4.7	CIE43	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.	AC+10		AC+10	O	AC=TERMS OF GRANT. CAUTION: GRANTS HAVE INDIVIDUAL GUIDELINES FOR RETENTION. RECORDS MUST BE RETAINED IN ACCORDANCE WITH INDIVIDUAL GUIDELINES OF GRANT OR CONTRACT. FEDERAL GRANT RECORDS SHOULD COMPLY WITH UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE) AS STATED IN OMB CIRCULAR A-110.		
4.3.001	CON20	SALES - REPORTS.	FE+3		FE+3		MAINTAINED IN ACEWARE DATABASE. ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.		

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