### Records Retention Schedule

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<tr>
<td></td>
<td></td>
<td>PROCESSING FILES.</td>
<td>AC</td>
<td>AC</td>
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</tr>
</tbody>
</table>

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 ERRORS 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- US=Until Superseded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
## Records Retention Schedule

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<tbody>
<tr>
<td>724</td>
<td>The University of Texas at El Paso</td>
<td>2.1.007</td>
<td>CIE16</td>
<td>SOFTWARE PROGRAMS.</td>
<td>AC+1</td>
<td>AC+1</td>
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**SLR 105**
Form SLR105C must accompany this form
## Records Retention Schedule

### 2. Agency Code
- **2. Agency Code**: 724

### 3. Agency Name
- **Agency Name**: The University of Texas at El Paso

### 4. Records Series Item #
- **Series Item #**: 1.1.024

### 5. Dept. Series Item #
- **Series Item #**: CIE17

### 6. Record Series Title
- **Record Series Title**: PLANS AND PLANNING RECORDS.

### 7. Retention Period
- **Retention Period**:
  - **Office**: AC+3
  - **Storage**: AC+3
  - **Total**: O

### 8. Archival
- **Archival**:
  - **TSLAC Only**: AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.

### 9. Remarks
- **Remarks**:
  - **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.**
  - **AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.**

### 10. Remarks
- **Archival**:
  - **TSLAC Only**: 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.
### Records Retention Schedule

**2. Agency Code**: 724  
**3. Agency Name**: The University of Texas at El Paso

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<tbody>
<tr>
<td>4.7</td>
<td>CIE43</td>
<td>GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.</td>
<td>AC+10</td>
<td>AC+10</td>
<td>TSLAC Only</td>
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</table>

**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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