

STATE OF TEXAS

SLR 105
Form SLR105C must
accompany this form

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Records Retention Schedule

2. Agency Code		3. Agency Name		7. Retention Period			8. Archival		10. TSLAC Only
724		The University of Texas at El Paso							
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title	7. Retention Period			9. Remarks	10. TSLAC Only		
			Office	Storage	Total				
1.1.067	EEO12	REPORTS AND STUDIES (NON-FISCAL).	FE+3		FE+3	O	ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.		
1.1.043	EEO13	TRAINING MATERIALS.	US+1		US+1				
1.1.056	EEO15	ADA (Americans with Disabilities Act) DOCUMENTATION.	3 YRS		3 YRS		28 CFR 35.105(c).		
5.4.003	EHS03	INSPECTION RECORDS. FIRE, SAFETY, AND OTHER INSPECTION RECORDS OF AGENCY FACILITIES AND EQUIPMENT.	AC+3		AC+3		AC=INSPECTON, OR DATE OF THE CORRECTION OF THE DEFICIENCY IF THE INSPECTION REPORT REVEALS A DEFICIENCY. CAUTION: DOES NOT INCLUDE INSPECTION REPORTS OF BUILDING CONSTRUCTION.		
5.2.016	FAC26	INVENTORY SYSTEM UPDATE LISTING.	AC		AC		AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING.		
5.2.019	FAC27	SERVICE ORDERS.	1 YR		1 YR				

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 PM=Permanent US=Until Superseded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
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5.6.003	FAC28	INSPECTION REPAIR AND MAINTENANCE RECORDS - VEHICLES.	LA+1		LA+1					
5.6.004	FAC29	LICENSE AND DRIVING RECORD CHECKS.	AC		AC	AC=UNTIL SUPERSEDED OR UNTIL TERMINATION OF EMPLOYMENT.				
5.6.005	FAC30	MILEAGE REPORTS.	FE+3		FE+3	AC=ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.				
5.4.012	FAC33	SECURITY ACCESS RECORDS.	AC+2		AC+2	AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.				
5.1.012	FAC35	CHARGE SCHEDULES / PRICE LISTS. SCHEDULES OF PRICES CHARGED BY OTHER UNIVERSITY DEPTS.	US+3		US+3					
5.2.020	FAC36	SUPPLY USAGE RECORDS.	FE+1		FE+1					
1.1.067	FIN04	REPORTS AND STUDIES (NON-FISCAL).	3 YRS		3 YRS	O				

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