

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		Office	Storage	Total	9. Remarks		
4. Records Series Item #	5. Dept. Series Item #	6. Record Series Title							
	LIB20	LIBRARY FINE APPEALS.		AC+1		AC+1	AC=UNTIL FINAL OUTCOME OF THE APPEAL. LIBRARY FINE APPEALS ARE KEPT AT BURSAR'S OFFICE IN GOLDMINE (STUDENT BUSINESS INFORMATION SYSTEM) UNTIL THE FINAL OUTCOME OF THE APPEAL. RECORD KEPT IN PAPER AND/OR ELECTRONIC MEDIUM.		
1.1.002	MAI01	AUDITS - EXTERNAL AUDIT REPORTS (FEDERAL AUDITS).		AC+7		AC+7	AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		
4.2.001	MAI09	CASH DEPOSIT VOUCHERS.		FE+3		FE+3	ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.		
4.3.001	MAI12	SALES - STAMPS, POSTAGE, STAMPED ENVELOPES.		FE+3		FE+3	ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.		
5.1.005	MAI16	POSTAGE RECORDS (METER MAIL).		FE+3		FE+3	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 PM=Permanent US=Until Superseded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
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1.1.002	MAI16A	AUDITS - INTERNAL (METER AUDITS).		AC+7		AC+7	AC=CONCLUSION OF AUDIT. TO BE MAINTAINED BY INTERNAL AUDIT OFFICE OF COMPONENT.	
5.1.001	MAI17	POST OFFICE BOX RENTAL AGREEMENTS.		AC+4		AC+4	AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.	
	MIG01	MINER GOLD CARD INTERNAL MANAGEMENT REPORTS.		AC+1		AC+1	AC=END OF SCHOOL TERM. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
1.1.043	MIL07	TRAINING MATERIALS.		US+1		US+1		
	MIL22	ROTC CADET STUDENT FILES (ENLISTMENT CONTRACT, TRANSCRIPT, PHYSICAL).		AC+5		AC+5	AC=GRADUATION OR DATE OF LAST ATTENDANCE.	
5.1.001	MIN16	CONTRACTS AND LEASES - STUDENT HOUSING CONTRACT.		AC+4		AC+4	AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.	

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