

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		7. Retention Period			8. Archival	10. TSLAC Only
1.3.001	MRC15	STATE PUBLICATIONS.		AC+2		AC+2	AC=UNTIL SUPERSEDED OR OBSOLETE. COPIES OF PUBLICATIONS DONE BY THE DIFFERENT COLLEGES ON CAMPUS. CAUTION: MANY STATE PUBLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, BY LAW (GOVERNMENT CODE SECTION 441.101-441.106).	
3.1.027	MUC16	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS.		AC+5		AC+5	AC=SEPARATION OF EMPLOYEE.	
4.2.001	MUS19	CASH DEPOSIT VOUCHERS.		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 PM=Permanent US=Until Superseded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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724		The University of Texas at El Paso							
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4.2.003	MUS21	DAILY CASH RECEIPTS LOGS.	FE+3		FE+3	ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.			
4.3.001	MUS23	SALES - REPORTS.	FE+3		FE+3	ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.			
1.1	OIA01	GIFT RECORDS OR DONOR FILES.	PM		PM	SECURITY IS OPEN WITH RESTRICTIONS.			
1.3.001	OIA03	STATE PUBLICATIONS - INFO IN ANY FORMAT THAT IS PRODUCED BY THE AUTHORITY OF OR AT THE TOTAL OR PARTIAL EXPENSE OF A STATE AGENCY OR IS REQUIRED TO BE DISTRIBUTED.	AC+2		AC+2	AC=UNTIL SUPERSEDED OR OBSOLETE. CAUTION: MANY STATE PUBLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, BY LAW (GOVERNMENT CODE SECTION 441.101-441.106).			
	OIA05	STUDENT SCHOLARSHIP APPLICATIONS (APPLICATION, ESSAYS, TRANSCRIPTS, TEST SCORES, LETTERS OF RECOMMENDATION).	AC+5		AC+5	AC=END OF AWARD YEAR.			

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