

STATE OF TEXAS

SLR 105

Form SLR105C must
accompany this form

Records Retention Schedule

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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
3.3.020	POL28	WORK SCHEDULES / ASSIGNMENTS.		1 YR		1 YR			
	POL29	CRIMINAL TRESPASS WARNINGS.		AV		AV			
1.1	PRE04	PROFESSOR EMERITUS FILES.		PM		PM	I		
1.1	PRE05	TENURE LETTERS.		AC		AC		AC=UNTIL PERSON TERMINATES. DEPARTMENTAL COPY. SEE REFERENCE 3.1.037 HUM60.	
1.1.	PRE06	DOCKET INSTRUCTIONS.		AV		AV			
1.1	PRE07	BOARD MEETING DIGEST.		PM		PM	I		

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1.1.048	PRE09	LITIGATION FILES.		AC+1		AC+1	O	AC=AFTER FINAL DECISION OF COURT, OR DISMISSAL OF LAWSUIT, OR DECISION NOT TO FILE A LAWSUIT; STATUTE OF LIMITATIONS MUST BE MET.	
1.1	PRE10	GIFT REPORTS.		PM		PM	I		
1.1.011	PRE12	ALUMNI ASSOCIATION BY-LAWS.		US+3		US+3	I		
1.1.019	PRE13	PUBLIC RELATIONS RECORDS. NEWS PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO, AND AUDIOVISUAL RECORDS.		2 YRS		2 YRS	O		
1.1.070	PRE14	RULES AND REGULATIONS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS SYSTEM.		AC+3		AC+3		AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	

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1.3.002	PRE15	PUBLICATION DEVELOPMENT FILES.	AV		AV	O			
1.3.001	PRE15A	STATE PUBLICATIONS.	AC+2		AC+2	AC=UNTIL SUPERSEDED OR OBSOLETE. RECORD COPY KEPT AT PRESIDENT OFFICE AND COPIES SENT TO TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.			
1.1.067	PRE16	REPORTS OF CONSULTANTS AND COMMITTEES.	3 YRS		3 YRS	O			
1.1.040	PRE17	SPEECHES AND PAPERS. NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERED IN CONJUNCTION WITH AGENCY WORK.	AC		AC	O		AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
4.5.002	PRE30	INTERNAL FISCAL MANAGEMENT REPORTS.	FE+3		FE+3	O		ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	

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4.5.003	PRE31	ANNUAL FINANCIAL REPORTS.		AC+6		AC+6	AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. PERMANENT COPY IS RETAINED AT THE PRESIDENT'S OFFICE.		
1.1.066	PRE32	REPORTS - BIENNIAL OR ANNUAL AGENCY (NARRATIVE).		AC+6		AC+6	AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVES NOTE: THE ARCHIVAL REQUIREMENT IS MET BY SENDING THE REQUIRED COPIES OF THE REPORTS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.		
4.7.006	PRE34	COMPTROLLER STATEMENTS.		FE+3		FE+3	ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.		

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1.1.055	PRE36	STRATEGIC PLANS.		AC+6		AC+6	I	AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVES NOTE: THE ARCHIVAL REQUIREMENT IS MET BY SENDING THE REQUIRED COPIES OF THE PLANS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
1.1.023	PRE37	ORGANIZATION CHARTS.		US		US	I	RECORD KEPT IN PAPER AND ELECTRONIC MEDIUM.	
1.1.027	PRE38	PROPOSED LEGISLATION.		AV		AV	O		
1.1	PRE39	TRADEMARKS.		AC +20		AC+20		AC=AFTER RECEIPT OF COPYRIGHT, PATENT, REGISTRATION OF TRADEMARK.	
3.3.023	PRE40	REQUEST AND AUTHORIZATION FOR TRAVEL.		FE+3		FE+3			

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