

STATE OF TEXAS							SLR 105	
Records Retention Schedule							Form SLR105C must accompany this form	
							1	Page 1 of 23
2. Agency Code		3. Agency Name						
724		The University of Texas at El Paso						
4. Records Series Item #	5. Agency Series Item #	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC Only
			Agency	Storage	Total			
1.2.001	REC01	DESTRUCTION SIGN OFF - LIST OF RECORDS DESTROYED.	FE+3		FE+3			
1.2.005	REC02	RECORDS RETENTION SCHEDULE - AGENCY COPY.	US		US			
1.2.008	REC03	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD 102).	FE+3		FE+3			
1.2.010	REC04	RECORDS DISPOSITION LOGS - LIST SHOWS RECORDS SERIES, DATE OF RECORDS & DATE DESTROYED.	10 YRS		10 YRS			
1.2.012	REC05	RECORDS INVENTORY WORKSHEETS.	US		US			
1.2.014	REC06	RECORDS MANAGEMENT PLANS - RECORDS MANAGEMENT PLANS AND SIMILAR RECORDS THAT ESTABLISH THE POLICIES AND PROCEDURES UNDER WHICH RECORDS AND INFORMATION ARE MANAGED IN AN AGENCY.	US+1		US+1			

Codes:

AC=After Close AV= As Long as 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 PM=Permanent US=Until Superseded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