

## 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				
3.1.014	TED34	FACULTY SEARCH FILES.	AC+5		AC+5		AC=AFTER POSITION FILLED.		
4.2.001	TKC15	CASH DEPOSIT VOUCHERS (DEPOSIT RECAP, CREDIT CARD SLIP COPIES).	FE+3		FE+3		ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.		
4.3.001	TKC18	SALES - (RECAP REPORTS).	FE+3		FE+3		ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.		
4.1.003	TKC21	TICKET STOCK - BALANCING (VOID / REFUNDS).	FE+3		FE+3				
4.6.002	TKC22	RECONCILIATIONS (BIS ENTRIES) BUSINESS INFORMATION SYSTEMS.	FE+5		FE+5		ORIGINAL INCOME DOCUMENTATION, SALES, TICKETS & AUDITS.		
	ULR01	CONVOCATION PROGRAMS.	PM		PM	I			
	ULR03	COMMENCEMENT PROGRAMS.	PM		PM				

**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 PM=Permanent US=Until Superseded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  
 O=Review by Archivist

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1.1	ULR05	CONFERENCE DOCUMENTATION.		5 YRS		5 YRS			
1.3.001	UNC01	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		AC+2		AC+2	AC=UNTIL SUPERSEDED OR OBSOLETE.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).		
1.3.002	UNC02	PUBLICATION DEVELOPMENT FILES - BACKGROUND MATERIAL, COPY (DRAFTS), ORIGINAL ARTWORK, PHOTO NEGATIVES, PRINTS, FLATS ETC. THIS INCLUDES ALL WORK PERFORMED BOTH INSIDE AND OUTSIDE THE AGENCY.		AV		AV	O		
5.1.001	UNC03	ADVERTISING AGREEMENTS.		AC+4		AC+4	AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		

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