# Records Retention Schedule

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<td>724</td>
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<td>3.1.014</td>
<td>TED34</td>
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<td>AC=AFTER POSITION FILLED.</td>
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**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- US=Until Superseded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
- TSLAC Only

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*STATE OF TEXAS*

The University of Texas at El Paso

Record Series Title: FACULTY SEARCH FILES.
Retention Period: AC+5
Archival: AC=AFTER POSITION FILLED.

Record Series Title: CASH DEPOSIT VOUCHERS (DEPOSIT RECAP, CREDIT CARD SLIP COPIES).
Retention Period: FE+3
Archival: ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.

Record Series Title: SALES - (RECAP REPORTS).
Retention Period: FE+3
Archival: ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.

Record Series Title: TICKET STOCK - BALANCING (VOID / REFUNDS).
Retention Period: FE+3

Record Series Title: RECONCILIATIONS (BIS ENTRIES) BUSINESS INFORMATION SYSTEMS.
Retention Period: FE+5
Archival: ORIGINAL INCOME DOCUMENTATION, SALES, TICKETS & AUDITS.

Record Series Title: CONVOCATION PROGRAMS.
Archival: PM
Remarks: I

Record Series Title: COMMENCEMENT PROGRAMS.
Archival: PM

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**SLR 105**

Form SLR105C must accompany this form
### Records Retention Schedule

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<td>AC+2</td>
<td>AC+2</td>
<td>AC=UNTIL SUPERSEDED OR OBSOLETE.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).</td>
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<td>AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.</td>
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</tbody>
</table>

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