

## 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
1.1	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		AC+2		AC+2	AC=UNTIL SUPERSEDED OR OBSOLETE.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.		

**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 PM=Permanent US=Until Superseded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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4.3.001	UNC04	SALES INVOICES.		FE+3		FE+3			
	UNC05	CONVOCATION PROGRAMS.		PM		PM			
1.1.019	UNC06	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		
1.1.063	UNN01	STAFF MEETING MINUTES AND NOTES. MINUTES OR NOTES, AND SUPPORTING DOCUMENTATION TAKEN AT INTERNAL AGENCY STAFF MEETINGS.		1 YR		1 YR			
1.1.067	UNN03	REPORTS OF CONSULTANTS AND COMMITTEES.		3 YRS		3 YRS	O		
5.1.001	UNN05	CONTRACTS AND LEASES.		AC+5		AC+5	AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		

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