

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				
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.		

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PM=Permanent US=Until Superseded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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5.2.026	UNN07	FACILITIES RESERVATION LOGS.		2 YRS		2 YRS			
4.3.001	UNN09	DYNAMITE GAMING (RECREATION CENTER) REGISTER TAPE TRANSACTIONS.		FE+3		FE+3			
4.1.003	UNN11	DYNAMITE GAMING (RECREATION CENTER) GAMING SALES STUBS.		FE+3		FE+3			
5.6.005	UNN12	UNION SERVICES VEHICLE MILEAGE REPORTS.		FE+3		FE+3			
1.1.069	UPB06	REPORTS - TEACHER WORKLOADS.		AC+1		AC+1	AC=END OF TERM.		

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