

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

4. Records

7. RETENTION PERIOD

| Series Item # | 5. Agency Item # | 6. Records Series Title | Agency | Storage | Total | 8. Archival | 9. Remarks | 10. 106 No. |
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|

250 - CHIEF FINANCIAL OFFICER

| | | | | | | | | |
|---------|------|--|------|--|------|---|---|--|
| 1.1.007 | 1761 | ADMINISTRATIVE CORRESPONDENCE | 3 | | 3 | R | Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. | |
| 1.1.008 | 2986 | CORRESPONDENCE GENERAL | 1 | | 1 | | INCLUDES SOME E-MAIL. | |
| 1.1.013 | 5350 | DESK CALENDARS/APPOINTMENT BOOKS | CE+1 | | CE+1 | R | ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. | |
| 1.1.023 | 1418 | ORGANIZATION CHARTS | US | | US | A | | |
| 1.1.024 | 4887 | PLANS AND PLANNING RECORDS | AC+3 | | AC+3 | R | AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS. | |
| 1.1.057 | 1752 | TRANSITORY INFORMATION | AC | | AC | | AC=PURPOSE OF RECORD HAS BEEN FULFILLED. | |
| 1.1.063 | 1421 | STAFF MEETING MINUTES | 1 | | 1 | | | |
| 1.1.066 | 5072 | REPORTS - BIENNIAL OR ANNUAL AGENCY | AC+6 | | AC+6 | | AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. | |
| 3.1 | 6693 | POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS) | AC | | AC | | AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN AccessHR TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE. | |

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

A - Transfer to State
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10. 106 No.

| 4. Records Series Item # | | 5. Agency Item # | | 7. RETENTION PERIOD | | | 9. Remarks | |
|-------------------------------|------------------|--|--------|---------------------|-------|-------------|--|-------------|
| Series Item # | 5. Agency Item # | 6. Records Series Title | Agency | Storage | Total | 8. Archival | 9. Remarks | 10. 106 No. |
| 250 - CHIEF FINANCIAL OFFICER | | | | | | | | |
| 3.1.001 | 1660 | APPLICATIONS FOR EMPLOYMENT - NOT HIRED | 2 | | 2 | | CONTAINS CONFIDENTIAL DATA. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005. | |
| 3.1.014 | 5344 | EMPLOYMENT SELECTION RECORDS | 2 | | 2 | | Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005. | |
| 3.1.019 | 1420 | PEFORMANCE APPRAISALS/JOURNALS | 2 | | 2 | | CONTAINS CONFIDENTIAL DATA. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. | |
| 3.1.023 | 1419 | POSITION/JOB DESCRIPTIONS | AC+4 | | AC+4 | | Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. | |
| 3.1.027 | 1417 | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | AC+6 | | AC+6 | | AC=TERMINATION OF EMPLOYMENT. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2)) | |
| 3.1.037 | 1416 | EMPLOYEE RECOGNITION RECORDS | AC+5 | | AC+5 | | AC=TERMINATION OF EMPLOYMENT; FORWARD PRINTED COPY TO HHS MANAGER FOR HUMAN RESOURCE RECORDS FOR EMPLOYEE MASTER PERSONNEL FILE. | |
| 3.3.030 | 4973 | TRAINING ADMINISTRATION RECORDS | US+2 | | US+2 | | | |
| 3.4.002 | 1415 | LEAVE STATUS REPORTS | FE+3 | | FE+3 | | Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR. | |
| 3.4.004 | 5347 | OVERTIME AUTHORIZATIONS | 2 | | 2 | | BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR. | |
| 3.4.006 | 5341 | TIME CARDS AND TIME SHEETS | 4 | | 4 | | 40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION. | |
| 3.4.007 | 5119 | TIME OFF AND SICK LEAVE REQUESTS/DAILY ABSENCE REPORTS | FE+3 | | FE+3 | | BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR. | |

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7. RETENTION PERIOD

Series Item # 5. Agency Item # 6. Records Series Title Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

250 - CHIEF FINANCIAL OFFICER

| Series Item # | Agency Item # | Records Series Title | Agency | Storage | Total | Archival | Remarks |
|---------------|---------------|---|--------|---------|-------|----------|---|
| 4.1 | 6171 | CANCELED CHECK/WARRANTS | AC | | AC | | AC=WHEN CANCELED; COMPLIES WITH THE RETENTION PERIOD FOR THIS RECORD SERIES ON THE RETENTION SCHEDULE FOR THE COMPTROLLER OF PUBLIC ACCOUNTS. |
| 5.1.016 | 2957 | TELEPHONE MESSAGE NOTIFICATIONS | 1 | | 1 | | INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC. |
| 5.3 | 5112 | PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION | FE+4 | | FE+4 | | |

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