

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.
---------------	------------------	-------------------------	--------	---------	-------	-------------	------------	-------------

121 - ASSOCIATE COMMISSIONER / DEPUTY COMMISSIONER / CHIEF OPERATING OFFICER

1.1.007	908	CORRESPONDENCE, ADMINISTRATIVE	1	2	3	R	Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	05-537-090
1.1.008	5770	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL	
1.1.013	911	ITINERARY INFORMATION	CE+1		CE+1	R	INCLUDES CALENDARS IN OUTLOOK. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.020	3781	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST FULFILLED	
1.1.024	1608	PLANS AND PLANNING RECORDS	AC+3		AC+3	R		
1.1.057	1867	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.069	4291	REPORTS - ACTIVITY	1		1			
3.1	6687	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.	
3.1.001	1868	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	2		2		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	

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US - Until Superseded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
R - Review by State

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 Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

121 - ASSOCIATE COMMISSIONER / DEPUTY COMMISSIONER / CHIEF OPERATING OFFICER								
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
3.1.014	1869	EMPLOYMENT SELECTION NOTES		2	2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.019	1870	PEFORMANCE APPRAISALS/JOURNALS		2	2		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.020	1871	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.1.022	3782	PERSONNEL ACTION FORMS		2	2		AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.	
3.1.023	1280	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.3.023	2136	TRAVEL/WORKSHOPS REQUESTS AND AUTHORIZATIONS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.4.004	1281	OVERTIME AUTHORIZATIONS		2	2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.004	4983	OVERTIME AUTHORIZATION (COMM'S OFFICE, DEP COMM., BD OF HEALTH)		2	2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	914	TIMECARDS & TIMESHEETS		4	4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	889	TIME OFF &/OR SICK LEAVE REQUESTS (COMM'S OFFICE, DEP COMM, BD OF HEALTH)	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.7.012	2750	SIGNATURE AUTHORIZATIONS	US+FE+3		US+FE+3			

RETENTION CODES (Field 7)

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

ARCHIVAL CODES (Field 8)

A - Transfer to State
R - Review by State

VITAL Record (Include in Field 9)

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

Page 3 1/10/2007

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

X RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

121 - ASSOCIATE COMMISSIONER / DEPUTY COMMISSIONER / CHIEF OPERATING OFFICER

5.1.016	5712 TELEPHONE MESSAGE NOTIFICATIONS	1	1	INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.

RETENTION CODES (Field 7)

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

ARCHIVAL CODES (Field 8)

A - Transfer to State
R - Review by State

VITAL Record (Include in Field 9)