

**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. |
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|

505 - CANCER EPIDEMIOLOGY AND SURVEILLANCE BRANCH

|         |      |  |      |    |      |   |  |            |
|---------|------|--|------|----|------|---|--|------------|
|         | 2578 | CANCER REGISTRY DIVISION TRACKING SYSTEM (HOSPITALS)   | US   |    | US   |   |  |            |
|         | 2583 | CANCER REGISTRY DIVISION TRANSMITTAL FORM  | AV   |    | AV   |   | FORMS CONTAIN DATA USED TO DEVELOP AND MAINTAIN THE CANCER REGISTRY TRACKING SYSTEM  |            |
|         | 2589 | MORTALITY & INCIDENCE REPORTS  | AV   |    | AV   | A |  |            |
|         | 2594 | CANCER REGISTRY DIVISION ACCESSION REGISTER  | AV   |    | AV   |   | NUMERICAL LISTING OF ABSTRACTS   |            |
|         | 2596 | TDH/DSHS CONFIDENTIAL CANCER REPORTING FORM  | PM   | PM | PM   |   | MICROFORM AND ELECTRONIC IMAGES. MICROFILMING WAS DISCONTINUED. RECORDS ARE MAINTAINED IN A DATABASE. REPORTING ENTITIES ENTER INFORMATION DIRECTLY INTO A DATABASE.   | 05-537-231 |
|         | 4148 | CANCER CLUSTER INVESTIGATIONS  | 4    |    | 4    |   |  |            |
| 1.1     | 933  | REFERENCE FILES  | AV   |    | AV   |   |  |            |
| 1.1     | 4147 | DATA REQUESTS  | 2    |    | 2    |   |  |            |
| 1.1.006 | 1720 | COMPLAINT FILES  | AC+2 |    | AC+2 |   | AC=FINAL DISPOSITION OF COMPLAINT  |            |
| 1.1.007 | 2580 | ADMINISTRATIVE CORRESPONDENCE (INCLUDING REGIONAL) (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.) | 3    |    | 3    | R | Vital Record. IF CORRESPONDENCE CONTAINS PATIENT NAMES IT MUST BE HANDLED AS CONFIDENTIAL. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. |            |
| 1.1.008 | 2582 | GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)  | 1    |    | 1    |   | INCLUDES SOME E-MAIL   |            |

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

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 ADDENDUM PAGE

10. 106 No.

| 505 - CANCER EPIDEMIOLOGY AND SURVEILLANCE BRANCH |               |   |        |         |       |             |  |             |  |
|---|---------------|---|--------|---------|-------|-------------|--|-------------|--|
| Series Item #                                     | Agency Item # | Records Series Title  | Agency | Storage | Total | 8. Archival | 9. Remarks   | 10. 106 No. |  |
| 1.1.013   | 4333          | 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.  |             |  |
| 1.1.020   | 5661          | PUBLIC INFORMATION REQUESTS - NOT EXEMPTED                        | AC+1   |         | AC+1  |             | AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)   |             |  |
| 1.1.021   | 5662          | PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)                   | AC+2   |         | AC+2  |             | Vital Record. AC=DATE OF DENIAL OF REQUEST   |             |  |
| 1.1.040   | 302           | SPEECHES  | AC     |         | AC    | R           | AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.  |             |  |
| 1.1.040   | 303           | REPORTS AND PAPERS - CONFERENCE                                   | AC     |         | AC    | R           | AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.  |             |  |
| 1.1.057   | 1284          | TRANSITORY INFORMATION  | AC     |         | AC    |             | AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION. |             |  |
| 1.1.063   | 306           | MEETING MINUTES/NOTES STAFF                                       | 1      |         | 1     |             |  |             |  |
| 1.1.064   | 180           | AGENCY PERFORMANCE MEASURES DOCUMENTATION                         | FE+3   |         | FE+3  |             | Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.                                      |             |  |
| 1.1.069   | 2593          | ADMINISTRATIVE REPORTS  | 1      |         | 1     |             |  |             |  |
| 1.1.070   | 2586          | HANDBOOK FOR COMPLETING CONFIDENTIAL CANCER REPORTING FORM- FINAL | AC+3   |         | AC+3  | R           | Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.  |             |  |

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|---------|------|--|------|--|------|---|--|--|
| 1.1.071 | 4201 | AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES      | AC+3 |  | AC+3 | R | Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.  |  |
| 1.3.001 | 4241 | RECORD COPIES OF PUBLICATIONS                            | AC+2 |  | AC+2 |   | AC=UNTIL SUPERCEDED OR OBSOLETE. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO EXECUTIVE AND STAFF OPERATIONS (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.   |  |
| 1.3.002 | 2588 | ORIGINALS OF PUBLICATION/PRINTING MATERIALS              | AV   |  | AV   | R |  |  |
| 2.1.009 | 295  | TECHNICAL DOCUMENTATION (SYSTEM AND FILE DOCUMENTATION)  | AC   |  | AC   |   | Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ.  |  |
| 3.1     | 6709 | 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. BEGINNING 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 | 301  | APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED        | 2    |  | 2    |   | CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.   |  |
| 3.1.006 | 4623 | EMPLOYEE COUNSELING RECORDS                              | AC+3 |  | AC+3 |   | AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.  |  |

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| 3.1.014 | 1283 | EMPLOYMENT SELECTION NOTES   |      | 2 | 2    |  | Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.   |  |
| 3.1.019 | 1286 | 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 | 1285 | PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS | AC+5 |   | AC+5 |  | MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION. MORE SERIOUS THAN THIRD LEVEL POSITIVE PERFORMANCE.   |  |
| 3.1.023 | 2618 | JOB POSITION DESCRIPTIONS  | AC+4 |   | AC+4 |  | Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.  |  |
| 3.3.023 | 5469 | REQUESTS AND AUTHORIZATIONS FOR TRAVEL                                 | FE+3 |   | FE+3 |  | TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.  |  |
| 4.7.008 | 6884 | FEDERAL GRANT INFORMATION  | AC+3 |   | AC+3 |  | Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).                                    |  |
| 5.1.004 | 308  | MAIL & TELECOMMUNICATIONS LISTINGS                                     | US   |   | US   |  | Vital Record.   |  |
| 5.2.010 | 2624 | EQUIPMENT MANUALS  | LA   |   | LA   |  | Vital Record.   |  |
| 5.4.013 | 296  | DISASTER PREPAREDNESS AND RECOVERY PLAN                                | US   |   | US   |  | Vital Record.   |  |

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