

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

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Automated Facsimile of SLR-105

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

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10. 106 No.

4. Records Series Item #		5. Agency Item #	6. Records Series Title		7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
Series Item #	Item #		Agency	Storage	Total					
410 - CHRONIC DISEASE PREVENTION BRANCH										
1.1	1991	RESOURCE FILES	AV		AV				SLIDE NOTEBOOKS, STATISTICS	
1.1.006	5451	COMPLAINT FILES	AC+2		AC+2				AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	1989	ADMINISTRATIVE CORRESPONDENCE	3		3		R		Vital Record. ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	5141	CORRESPONDENCE, GENERAL (MEMOS & INCOMING/OUTGOING LETTERS RELATING TO ROUTINE CORRESPONDENCE, GENERAL INQUIRIES, & REQUESTS FOR INFORMATION)	1		1				INCLUDES SOME E-MAIL.	
1.1.013	1837	CALENDARS, APPOINTMENT BOOKS, ITINERARY INFORMATION	CE+1		CE+1		R		INCLUDES OUTLOOK CALENDAR. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.024	1773	PLANNING RECORDS	AC+3		AC+3		R		AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.024	5521	TEXAS DIABETES COUNCIL STATE PLAN	AC+3		AC+3		R		AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.038	4891	CUSTOMER SURVEYS	AC+3		AC+3				SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	
1.1.040	5156	SPEECHES, REPORTS AND PAPERS - CONFERENCE REPORTS AND PAPERS DELIVERED AT A CONFERENCE OR MEETING IN CONJUNCTION WITH AGENCY WORK	AC		AC		R		AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	229	TRAINING MATERIALS	US+1		US+1					

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410 - CHRONIC DISEASE PREVENTION BRANCH

1.1.057	1295	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	3958	MEETING AGENDA	PM		PM	A	(FORMERLY ADULT HEALTH) BOARD APPOINTED BY TEXAS DEPARTMENT OF HEALTH, GOVERNOR, LIEUTENANT GOVERNOR, & SPEAKER OF THE HOUSE.	
1.1.058	3959	MEETING MINUTES - OFFICIAL MINUTES OF STATE BOARDS, COMMITTEES, COM- MISSIONS, ETC; WHETHER TEMPORARILY OR PERMANENTLY CONSTITUTED	PM		PM	A	(FORMERLY ADULT HEALTH) BOARD APPOINTED BY TEXAS DEPARTMENT OF HEALTH, GOVERNOR, LIEUTENANT GOVERNOR, & SPEAKER OF THE HOUSE.	
1.1.058	4892	MEETING MINUTES - ADVISORY BOARD	PM		PM	A	(FORMERLY ADULT HEALTH)	
1.1.058	5145	MEETING AGENDAS & MINUTES - STATE BOARDS, COMMITTEES, COMMISSIONS, ETC. THAT ARE CONDUCTING OPEN MEETINGS	PM		PM	A	INCLUDES TEXAS DIABETES COUNCIL. COPIES ARE SENT TO STATE ARCHIVES; AGENDAS ARE FILED WITH MINUTES.	
1.1.060	225	MEETINGS - AUDIO AND VIDEOTAPES	AC+90 DA		AC+90 DA		(FORMERLY CARDIOVASCULAR DISEASE)	
1.1.063	1995	MEETING MINUTES/NOTES-STAFF	1		1			
1.1.064	3028	PERFORMANCE MEASURES SUPPORTING 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.	
1.1.065	2671	REPORTS AND STUDIES - RAW DATA	AV		AV			
1.1.067	512	DSHS SAFE RIDERS QUARTERLY REPORTS	3		3	R	IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	
1.1.067	1997	ADMINISTRATIVE REPORTS (INCLUDES MONTHLY ACTIVITY REPORTS)	3		3	R	(FORMERLY TOBACCO PREVENTION AND CONTROL) IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	

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410 - CHRONIC DISEASE PREVENTION BRANCH

1.1.067	3965	REPORTS - CONSULTANTS & COMMITTEES	3		3	R	(FORMERLY ADULT HEALTH)	
1.1.067	5154	REPORTS & STUDIES (NON-FISCAL)	3		3	R	IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	
1.1.069	2651	EMPLOYEE REPORTS	1		1			
1.1.070	4876	BUDGET MANUALS- FINAL	AC+3		AC+3	R	Vital Record. (FORMERLY ADULT HEALTH) AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	4886	POLICY & PROCEDURES MANUAL- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	5259	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.004	5161	FORMS INVENTORY	US		US			
1.3.001	5524	AGENCY PUBLICATIONS-RECORD COPY	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 & STAFF OPERATIONS (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.	
1.3.002	5152	PUBLICATION DEVELOPMENT FILES	AV		AV	R	BACKGROUND MATERIAL, DRAFTS, ORIGINAL ARTWORK, PHOTOS ETC.	
2.2.001	1847	SYSTEM MONITORING RECORDS	AV		AV			
2.2.011	1848	BATCH/DATA ENTRY CONTROL FORMS/LOGS	AC		AC		Vital Record. AC=WHEN RECONCILIATION CONFIRMED.	

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3.1	6704	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	1294	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	2		2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.006	1846	EMPLOYEE COUNSELING NOTES	AC+3		AC+3		AC=TERMINATION OF COUNSELING		
3.1.014	5162	EMPLOYMENT SELECTIONS - INTERVIEW NOTES AND DOCUMENTATION OF SELECTION PROCESS INCLUDING THE APPLICATION	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.019	1297	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	1296	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION		
3.1.020	3167	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5		AC+5		AC=TERMINATION OF CORRECTIVE ACTION		
3.1.021	3169	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5		Vital Record. AC=TERMINATION OF EMPLOYMENT		
3.1.023	5163	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.		

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3.1.027	2093	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	AC+6	AC+6				EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))		
3.3.023	4895	TRAVEL REQUESTS	FE+3	FE+3				TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.		
3.3.028	214	APTITUDES AND SKILLS TESTS AND TEST PAPERS	2	2						
3.4.004	5164	OVERTIME AUTHORIZATION	2	2				BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.		
4.3.003	5170	EXPENDITURE ALLOCATIONS BY PROGRAM	FE+3	FE+3						
4.3.003	5171	EXPENDITURE ALLOCATIONS BY ACTIVITY CODE	FE+3	FE+3						
4.7.008	3600	ABSTINENCE PROPOSALS	AC+1	2	AC+3			Vital Record. AC=SEPT 30 OF END OF PROPOSAL.	05-537-244	
4.7.008	4880	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).		
5.1.001	4894	CONTRACTS	AC+4	AC+4				Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS		
5.1.001	5523	DIABETIC EYE DISEASE PROGRAM PROVIDERS' CONTRACTS	AC+4	AC+4				Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS		
5.1.004	3170	MAIL AND TELECOMMUNICATIONS LISTINGS	US	US						
5.1.004	5137	TX DIABETES COUNCIL MEMBER INFO FILE	US	US						
5.1.007	4896	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV	AV						

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5.1.015	324	CORRESPONDENCE TRACKING RECORDS	1		1		
5.1.016	2258	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.
5.3	5457	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4		
5.3.007	5520	REQUEST FOR PROPOSALS	FE+3		FE+3		

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