

**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

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.

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
		811 - CIVIL RIGHTS (HHSC)						
1.1	5714	COMPLIANCE REVIEWS	3		3		AC=COMPLETION OF REVIEW	
1.1.006	5715	COMPLAINT FILES	AC+2		AC+2		PORTIONS OF THE RECORDS MAY BE CONFIDENTIAL. AC=FINAL DISPOSITION OF THE COMPLAINT	
1.1.056	5727	ADA DOCUMENTATION - SELF-EVALUATIONS AND PLANS DOCUMENTING COMPLIANCE (INCLUDING ACCOMMODATION REQUEST)	3		3		28CFR35.105 (c). BECAUSE OF CONSOLIDATION OF CIVIL RIGHTS IN HHS ENTERPRISE, MAINTAINED IN HHSC.	
3.1.018	5733	GRIEVANCE RECORDS	AC+2		AC+2		Vital Record. MAY CONTAIN SOME CONFIDENTIAL INFORMATION / AC=FINAL DECISION ON GRIEVANCE	
3.1.039	2418	OMBUDSMAN RECORDS	AC		AC		AC=FINAL DECISION OR MATTER CLOSED. (DOES NOT INCLUDE FORMAL COMPLAINT FILED WITH EEO. IF MATTER BECOMES A GRIEVANCE OR THE SUBJECT OF COUNSELING OR LITIGATION, OR EMPLOYEE IS SUBJECT TO DISCIPLINARY ACTION, THE RECORDS ARE SUBJECT TO RETENTION IN THE APPROPRIATE RECORD SERIES: SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, AND 3.1.021.	
3.3.030	5517	TRAINING ADMINISTRATION	US+2		US+2			

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US - Until Superseded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)