

**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.

136 - CLIENT SERVICES CONTRACTING UNIT

1.1	6110	FEDERAL GRANT INFORMATION (TYPES OF GRANTS AND REQUIREMENTS)	US		US			Vital Record.	
1.1.002	4620	CONTRACT AUDITS	AC+6 MO	6Y6MO	AC+7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. MAY INCLUDE CONFIDENTIAL INFORMATION. (formerly Contract Policy and Monitoring)	
1.1.006	6115	COMPLAINT RECORDS	AC+2		AC+2			Vital Record. INCLUDES BID PROTESTS. AC=FINAL DISPOSITION OF THE COMPLAINT.	
1.1.007	6111	CORRESPONDENCE, ADMINISTRATIVE	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.	
1.1.057	6113	TRANSITORY INFORMATION	AC		AC			AC=PURPOSE OF THE RECORD HAS BEEN FULFILLED.	
2.1	1021	DOCUMENTATION (AUTOMATED RECORDS)	AC	3	AC+3			(formerly Contract Policy and Monitoring)	05-537-197
3.1	6691	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.	
3.1.019	6116	PERFORMANCE 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	6117	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5			MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	

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  
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\_\_\_ ORIGINAL SUBMISSION  
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10. 106 No.

Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
136 - CLIENT SERVICES CONTRACTING UNIT								
3.1.023	6118	POSITION/JOB DESCRIPTIONS	US+4		US+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.4.004	6119	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.007	6120	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.3.003	6121	EXPENDITURES	FE+3		FE+3		Vital Record.	
4.5.001	6112	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3		FE+3			
4.5.002	6114	SALARY EXPENSE REPORTS	FE+3		FE+3			
4.7.008	6122	FEDERAL GRANT INFORMATION ON FILE-FINAL EXPENDITURES	AC+3		AC+3		Vital Record. OMB. CIR 102 - PAPER AND COMPUTER OUTPUT MICROFILM-AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
5.1.001	1027	CONTRACT PAYMENT INFORMATION	AC+2	2	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS (formerly Contract Policy and Monitoring)	05-537-220
5.1.001	1041	CONTRACTS AND RFPs (formerly FEDERAL GRANT INFORMATION ON FILE)	AC	4	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	05-537-074
5.1.001	6123	CONTRACTS BILLING INFO ON FILE	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS; MAINTAINED ON PC; RETENTION REQUIREMENTS MAY VARY IN CODE OF FEDERAL REGULATIONS FOR A SPECIFIC FUNDING SOURCE.	
5.1.001	6124	CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	

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136 - CLIENT SERVICES CONTRACTING UNIT							
5.3	6125	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4		
5.3.007	6215	BID DOCUMENTATION (RFPs NOT RESULTING IN A CONTRACT)	FE+1	2	FE+3		CAUTION: IF A FORMAL WRITTEN CONTRACT IS THE RESULT OF A SUCCESSFUL BID OR REQUEST FOR PROPOSAL, THE SUCCESSFUL BID OR REQUEST FOR PROPOSAL AND ITS SUPPORTING DOCUMENTATION MUST BE RETAINED FOR THE SAME PERIOD AS THE CONTRACT. USE 5.1.001.

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