

**APPROVED 11/2/2006**

State of Texas  
Records Retention Schedule

Page 1 11/8/2006

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.

901 - COMMUNITY HEALTH SERVICES SECTION OFFICE

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
1.1.002	4429	AUDITS	AC+7		AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.	
1.1.006	2149	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	5255	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.	
1.1.008	4408	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.013	5290	DESK CALENDARS/APPOINTMENT BOOKS	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.	
1.1.020	5283	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	5282	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.023	5281	ORGANIZATION CHARTS	US		US	A		
1.1.024	1393	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.040	910	PRESENTATIONS (SPEECHES AND PAPERS)	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	4396	TRAINING MATERIAL/MANUALS	1		1			
1.1.056	4432	AMERICANS WITH DISABILITIES ACT DOCUMENTATION	3		3			

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US - Until Superseded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			8. Archival	9. Remarks	10. 106 No.
Agency	Storage	Total								
901 - COMMUNITY HEALTH SERVICES SECTION OFFICE										
1.1.058	1405	MEETING AGENDA	PM		PM		A	APPOINTED BY FORMER TDH AND CURRENT DSHS.		
1.1.058	1406	MEETING MINUTES - OFFICIAL MINUTES OF STATE BOARDS, COMMITTEES, COMMISSIONS, ETC., WHETHER TEMPORARILY OR PERMANENTLY CONSTITUTED	PM		PM		A	APPOINTED BY FORMER TDH AND CURRENT DSHS.		
1.1.067	1394	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	4436	REPORTS - EMPLOYEE ACTIVITY	1		1					
1.1.070	5280	RULES, POLICIES, PROCEDURES, INSTRUCTION MANUALS- FINAL	AC+3		AC+3		R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.1.071	4193	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3		R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.2.013	4438	RECORDS CONTROL MATERIALS	AC		AC			AC=WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED.		
3.1	6757	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	4437	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2			CONTAINS CONFIDENTIAL DATA. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.006	3688	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3			AC=TERMINATION OF COUNSELING		

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  
\_X\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE  
10. 106 No.

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			9. Remarks	10. 106 No.
			Agency	Storage	Total		
901 - COMMUNITY HEALTH SERVICES SECTION OFFICE							
3.1.014	263	EMPLOYMENT SELECTION RECORDS	2		2	Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.018	5279	EMPLOYEE COMPLAINT RECORDS	AC+2		AC+2	Vital Record. AC=FINAL DECISION ON COMPLAINT OR GRIEVANCE	
3.1.019	2958	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	4199	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	AC=TERMINATION OF CORRECTIVE ACTION	
3.1.021	4442	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5	Vital Record. MAY CONTAIN CONFIDENTIAL DATA; AC=TERMINATION OF EMPLOYMENT	
3.1.023	1699	POSITION/JOB DESCRIPTION	AC+4		AC+4	Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.027	1439	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	AC+6		AC+6	AC=TERMINATION OF EMPLOYMENT. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))	
3.3.015	3730	POSITION AUDIT (POSITION/JOB CLASSIFICATION REVIEW FILE)	US+3		US+3		
3.3.023	3915	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS	FE+3		FE+3	INCLUDES TRAVEL, EDUCATIONAL PROGRAM; TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.3.026	286	POSITION STAFFING REPORTS/EMPLOYEE LISTINGS	US+3		US+3		
3.3.030	915	TRAINING ADMINISTRATION RECORDS	US+2		US+2		

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

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.
		901 - COMMUNITY HEALTH SERVICES SECTION OFFICE						
3.4.004	1404	OVERTIME AUTHORIZATION		2	2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	1435	TIME SHEETS		4	4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	5214	DAILY ABSENCE REPORTS; TIME OFF AND SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.2.007	5256	EXPENDITURE VOUCHERS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.	
5.1.004	4468	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US			
5.1.014	3026	OFFICE PROCEDURES	US+1		US+1			
5.1.015	4469	LOGS/TRACKING RECORDS CORRESPONDENCE/PACKAGES FROM U.S. POSTAL SERVICE OR PRIVATE COURIERS	1		1			
5.1.016	3612	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.3	3669	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			

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)