

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

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4. Records

7. RETENTION PERIOD

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
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855 - COMMUNITY PREPAREDNESS SECTION & PUBLIC HEALTH PREPAREDNESS UNIT

	389	TEXAS LAW ENFORCEMENT ELECTRONIC TELECOMMUNICATION SYSTEM LOGS	1		1			
	1667	PACKAGE DISASTER HOSPITAL	US		US			
1.1.007	2832	ADMINISTRATIVE CORRESPONDENCE	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	4743	GENERAL CORRESPONDENCE	1		1		INCLUDES SOME E-MAIL.	
1.1.013	2835	CALENDARS & SCHEDULES	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	2806	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.040	4744	SPEECHES & PAPERS	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	2809	TRAINING MATERIALS	US+1		US+1			
1.1.057	2838	TRANSITORY INFORMATION	AC		AC			
1.1.058	4748	MEETING AGENDA AND MINUTES	PM		PM	A	BIOTERRORISM COMMITTEE; HOSPITAL REPRESENTATIVES BIOTERRORISM COMMITTEE; COUNTY/STATE BIOTERRORISM COMMITTEE.	
1.1.065	5854	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV			

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			9. Remarks	10. 106 No.
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1.1.067	441	DISASTER INCIDENT REPORTS	3+AV		3+AV	R	MUST BE RETAINED FOR 3 YEARS MINIMUM. AV=REVIEW PERIODICALLY FOR HISTORICAL VALUE. 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	2831	REPORTS AND 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.
1.1.070	2821	ADMINISTRATIVE PROCEDURES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	5718	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
3.1	6753	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	2845	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.006	2848	EMPLOYEE COUNSELING NOTES	AC+3		AC+3		AC=TERMINATION OF COUNSELING
3.1.014	2817	INTERVIEW & SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.019	2842	PEFORMANCE APPRAISALS/JOURNALS	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.

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855 - COMMUNITY PREPAREDNESS SECTION & PUBLIC HEALTH PREPAREDNESS UNIT

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3.1.020	2843	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5		AC+5		AC=TERMINATION OF CORRECTIVE ACTION
3.1.022	4591	PERSONNEL INFORMATION OR ACTION FORMS	2		2		INCLUDES MERIT RAISE, PROMOTION, RECLASSIFICATION. AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.
3.1.023	2836	JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.2.002	1738	EMPLOYEE EARNINGS RECORDS (INCLUDES PAYROLL WARRANT LISTING AND PAYROLL AFFIDAVIT)	4		4		Vital Record.
3.3.023	2811	REIMBURSABLE ACTIVITES, REQUESTS FOR APPROVAL OF	FE+3		FE+3		INCLUDES TRAVEL AND EDUCATIONAL ACTIVITIES. TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.3.030	2810	TRAINING ADMINISTRATION RECORDS	US+2		US+2		
3.4.004	2826	OVERTIME AUTHORIZATIONS	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.007	2823	DAILY ABSENCE REPORTS; TIME OFF AND SICK LEAVE REQUESTS (PERSONNEL LEAVE RECORDS)	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
4.2.002	2844	CASH RECEIPTS	FE+3		FE+3		
4.4.002	2815	FEMA REIMBURSEMENT	FE+3		FE+3		Vital Record.
4.5.002	2837	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3		FE+3		
4.5.005	4736	EXTERNAL FISCAL REPORTS	FE+3		FE+3		
4.5.006	2813	ANNUAL OPERATING BUDGET	FE+3		FE+3		

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4.7.008	1743	FEDERAL GRANT RECORDS - HRSA HOSPITAL GRANT	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
4.7.008	4737	FEDERAL GRANT RECORDS - CDC PUBLIC HEALTH PREPAREDNESS GRANT	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
4.7.008	4866	FEDERAL GRANT RECORDS - ASTHMA GRANT	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
4.7.012	2812	SIGNATURE AUTHORIZATIONS	US+FE+3		US+FE+3			
5.1.001	5858	CONTRACTS	AC+4		AC+4		Vital Record. INCLUDES MONITORING FILES FOR BT OR HOSPITAL CONTRACTS. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.	
5.1.004	2834	ADDRESS & TELEPHONE LISTS	US		US			
5.1.007	2830	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV			
5.1.016	2342	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.3	4745	PROCUREMENT CARD SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.4	2034	DISASTER INCIDENT REPORTS	AC+3		AC+3			
5.4.013	2031	DISASTER PREPAREDNESS AND RECOVERY PLANS	US		US		Vital Record.	
5.4.013	2802	FACILITIES & JURISDICTION EMERGENCY PLANS	US		US		Vital Record.	

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