

**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.
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101 - OFFICE OF THE COMMISSIONER

1.1.007	1359	ADMINISTRATIVE CORRESPONDENCE	1	2	3	R	Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	05-537-086
1.1.008	1360	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.013	1361	ITINERARY INFORMATION	CE+1		CE+1	R	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	6151	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	1364	SPEECHES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.057	891	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FILLED	
3.1	6677	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	1798	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	

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US - Until Superseded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

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101 - OFFICE OF THE COMMISSIONER						
3.1.014	1783	EMPLOYMENT SELECTION RECORDS (FOR COMMISSIONER'S OFFICE, DEPUTY COMMISSIONER FOR ADM, DEPUTY COMM. FOR PROGRAMS & BOARD OF HEALTH OFFICE)	2	2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.019	1814	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	905	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5	AC+5		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.2	6149	PAYROLL WARRANT LISTINGS	1	1		DATE, WARRANT NUMBER, & SIGNATURE OF PERSONS RECEIVING WARRANT
4.7.012	2751	SIGNATURE AUTHORIZATIONS	US+FE+3	US+FE+3		
5.1.004	1358	MAIL AND TELECOMMUNICATIONS LISTINGS	US	US		
5.1.016	2283	TELEPHONE MESSAGE NOTIFICATIONS	1	1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.
5.3	5285	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4	FE+4		
5.5.002	6150	FAX LOGS/LONG DISTANCE LOGS	AV	AV		INCLUDES REPORT GENERATED BY FACSIMILE MACHINE OF ACTIVITY

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