

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

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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.

895 - COUNTY INDIGENT GROUP

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
1.1	551	COUNTY REVIEWS			5			
1.1	5058	MEDICAID FILES	AC+1	4	AC+5		AC=ALL BILLING DISPUTES OR AUDITS HAVE BEEN RESOLVED.	05-537-339
1.1.006	4586	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	5060	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	5462	GENERAL CORRESPONDENCE	1		1		INCLUDES SOME E-MAIL.	
1.1.027	1008	LEGISLATIVE ANALYSIS	AV		AV			
1.1.057	3719	TRANSITORY INFORMATION	AC		AC			
1.1.058	548	MEETING AGENDAS AND MINUTES	PM		PM	A	HEALTH PROGRAM RESOURCE COORDINATORS AND INDIGENT HEALTH CARE ADVISORY COMMITTEE	
1.1.060	880	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN	AC+90 DA		AC+90 DA		AUDIOCASSETTES OR VIDEOTAPES; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY.	
1.1.067	5616	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.	
1.1.070	5461	POLICIES AND PROCEDURES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	5735	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	

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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LA - Life of Asset

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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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1.3.001	547	PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE TO PUBLIC FOR AT LEAST TWO YEARS, THEN RETAINED TO MEET THEIR RECORDS SERIES' RETENTION PERIOD OR THE PERIOD FOR PUBLICATIONS, WHICH EVER IS LONGER. REQUIRED NUMBER OF COPIES PRINTED AT HHS PRINTING ARE SENT TO CLEARINGHOUSE. IF OUTSIDE PRINTER, PROGRAM MUST FORWARD REQUIRED NUMBER OF COPIES TO EXECUTIVE & STAFF OPERATIONS FOR SUBMISSION TO CLEARINGHOUSE.	
1.3.002	540	PUBLICATION DEVELOPMENT FILES	AV		AV		INCLUDES NEGATIVES	
2.1.001	552	PROCESSING FILES	AC		AC		Vital Record. CIHC DATABASE; SSI; CIHCP SUMMARY; SSI REIMBURSEMENT FY 2002; AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY OT RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.	
3.1	6755	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.	
3.1.001	5061	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		CONTAINS CONFIDENTIAL DATA. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.006	5062	EMPLOYEE COUNSELING NOTES	AC+3		AC+3		MAY CONTAIN CONFIDENTIAL DATA; AC= TERMINATION OF COUNSELING	

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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.
895 - COUNTY INDIGENT GROUP								
3.1.014	4192	EMPLOYEE SELECTION NOTES	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.019	550	PEFORMANCE APPRAISALS/JOURNALS	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.023	553	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.4.004	4898	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	4114	TIME CARDS AND TIME SHEETS	4		4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	4115	TIME OFF AND SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.5	5059	COUNTY FINANCIAL REPORTS	FE+3		FE+3			
5.1.016	2899	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.3	5615	PROCARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			

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