

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		7. RETENTION PERIOD						
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
131 - DSHS COUNCIL								
1.1	867	ADVISORY COMMITTEE FILES	AV		AV			
1.1.007	893	CORRESPONDENCE, ADMINISTRATIVE MEMOS, LETTERS RELATING TO THE OPERATION OF THE OFFICE OF THE BOARD OF HEALTH	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	894	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.013	896	ITINERARY INFORMATION APPOINTMENT CALENDARS, SCHEDULES, DESK CALENDARS, AND OTHER SCHEDULE MATERIAL	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.	
1.1.057	558	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	897	MEETING MINUTES, ATTACHMENTS, AND AGENDAS OF THE TEXAS BOARD OF HEALTH	PM		PM	A		
1.1.058	3690	MEETING MINUTES AND AGENDAS - STATE BOARD, COMMITTEES, COMMISSIONS	PM		PM	A		
1.1.060	1758	MEETINGS - AUDIO & VIDEOTAPES	AC+90 DA		AC+90 DA		AUDIOCASSETTES	
1.1.062	2530	SUPPORTING DOCUMENTS/ATTACHMENTS TO BOARD MEETING MINUTES	3	7	10	A	PROPOSALS, SUPPORTING DOCUMENTS SUBMITTED TO THE BOARD OF HEALTH, THESE ARE HISTORICAL RECORDS BEING RETAINED FOR TEN YEARS FOR REFERENCE PURPOSES, MOST, IF NOT ALL, QUESTIONS ARISE ABOUT THESE RECORDS IN THE FIRST TEN YEARS.	05-537-061
1.1.070	900	POLICIES & PROCEDURES MANUALS STATEMENTS OF THE AGENCY'S MAJOR FUNCTIONS AND THE METHODS OF IMPLEMENTATION; MANUAL OF FUNCTIONS & PROCEDURES OF THE DSHS COUNCIL- FINAL	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
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US - Until Superseded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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131 - DSHS COUNCIL							
1.1.071	912	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
3.1.001	473	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	2		2		MAY CONTAIN CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	477	EMPLOYMENT SELECTION NOTES	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.019	474	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	479	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.3.023	4463	REQUESTS AND AUTHORIZATIONS FOR REIMBURSABLE ACTIVITIES, TRAVEL, ETC	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
4.5.002	906	INTERNAL MANAGEMENT REPORTS EXPENSE REPORT OF THE MEMBERS OF THE TEXAS BOARD OF HEALTH AND THE COMMISSIONER OF HEALTH	FE+3		FE+3		
5.1.004	892	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US		
5.1.016	1756	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.

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