

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION
 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.
509 - DISEASE PREVENTION AND INTERVENTION SECTION								
1.1.004	3316	BIENNIAL BUDGETS (LAR, BOP, CAP, EXCEPTIONAL ITEM REQUESTS)	AC+6		AC+6	A	AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.	
1.1.007	1839	CORRESPONDENCE, ADMINISTRATIVE	3MO	2Y9MO	3	R	Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	06-537-526
1.1.007	1888	ADMINISTRATIVE CORRESPONDENCE (ORIGINAL INFLUENZA - TITLE XIX)	10		10	R	Vital Record. FILE CONTAINS IMMUNIZATION INFORMATION THAT THE DEPARTMENT IS REQUIRED TO MAINTAIN FOR 10 YEARS. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	6387	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL	
1.1.013	6388	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	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	4614	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST FULFILLED; INCLUDES LETTERS AND F11-11406 AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.024	6389	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO OR NOT TO IMPLEMENT RESULT OF PLANNING RECORDS. (DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.)	
1.1.027	6391	PROPOSED LEGISLATION	AV		AV			

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ARCHIVAL CODES (Field 8)

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VITAL Record (Include in Field 9)

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1.1.055	6392	STRATEGIC PLANNING	AC+6		AC+6	A	AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVAL REQUIREMENT MET BY SENDING REQUIRED COPIES OF COMPLETED AGENCY PLAN TO TEXAS STATE DEPOSITORY PROGRAM.
1.1.057	6393	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	6394	STAFF MEETING MINUTES AND NOTES	1		1		
1.1.064	6395	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE+3		FE+3		Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.
1.1.065	6396	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV		
1.1.067	1942	REPORT: IMMUNIZATION LEVELS IN TEXAS	5		5	R	MAINTAINED TO STUDY LIFE CYCLE OF VIRUS. 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	6397	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.
1.1.069	6398	REPORTS - ACTIVITY	1		1		
1.1.070	6399	AGENCY RULES, POLICIES, PROCEDURES - FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES, OR PROCEDURES. INCLUDES RABIES POLICY / PROCEDURES.
1.1.071	5269	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

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1.2.006	6400	RECORDS TRANSMITTAL FORMS	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION, PERMANENT TRANSFER FROM STORAGE, OR TRANSFER TO THE STATE RECORDS CENTER.		
3.1	6713	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.		
3.1.006	6401	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		AC=TERMINATION OF COUNSELING		
3.1.014	6402	EMPLOYEE SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.019	6403	PERFORMANCE APPRAISALS	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.		
3.1.020	6405	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5		AC+5		AC=TERMINATION OF CORRECTIVE ACTION		
3.1.022	6404	PERSONNEL INFORMATION OR ACTION FORMS	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.		
3.1.023	6412	JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.		
3.2	169	PAYROLL WARRANT LISTINGS	1		1				
3.2.002	6818	EMPLOYEE EARNINGS RECORDS	4		4		Vital Record		

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APPROVED 11/2/2006

State of Texas
Records Retention Schedule

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3.3	3943	PERSONNEL INFORMATION (INCLUDING MANPOWER REPORTS)	US+3		US+3			
3.3.020	6407	WORK SCHEDULES / ASSIGNMENTS	1		1			
3.3.023	3014	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN	FE+3		FE+3		INCLUDES TRAVEL AUTHORIZATIONS, PARTICIPATION IN EDUCATIONAL PROGRAMS, WORKSHOPS, OR COLLEGE CLASSES; OR FOR OTHER WORK-RELATED ACTIVITES FOR WHICH THE EXPENSES OF THE EMPLOYEE ARE REIMBURSED. TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.3.030	2157	TRAINING ADMINISTRATION RECORDS	US+2		US+2			
3.4.002	3322	BUDGET TIME & ATTENDANCE	FE+3		FE+3		Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	1992	TIME CARDS AND TIME SHEETS	4		4		40 TAC815.106(j); BEGINNING OCT 2005, AccessHR ASSUMED FUNCTIONALITY. SIGNED TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	1993	TIME OFF AND/OR SICK LEAVE REQUEST	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.007	2954	DAILY ABSENCE REPORTS	FE+3		FE+3			
4.2.005	3238	PURCHASE VOUCHERS	FE+6 MO	2Y6MO	FE+3			05-537-351
4.7.012	2990	AUTHORIZED SIGNATURE FORMS	US+FE+3		US+FE+3			
5.1.015	1900	CORRESPONDENCE LOG BOOKS	1		1			

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