

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

4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

10. 106 No.

Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
		304 - EMS/TRAUMA SYSTEMS COORDINATION						
	2029	PACKAGE DISASTER HOSPITAL	US		US			
1.1	846	REFERENCE FILES	AV		AV			
1.1	1204	MEDICAL ADVISORY BOARD RECORDS (YESSES & NOS) INTEFILED ALPHA	6 MO	1Y6MO	2			05-537-310
1.1	1319	MEDICAL ADVISORY BOARD (YESSES & CLOSEOUTS) CASE # ORDER	6 MO	1Y6MO	2			05-537-311
1.1	1754	RETURNED CERTIFIED EMERGENCY SUSPENSION LETTERS	2		2			
1.1	2025	COUNTY RECORD FILES (RPP)	US		US		RPP=RELOCATE POPULATION PLAN	
1.1	2026	RPP QUARTERLY REPORTS	3		3			
1.1	2221	EMS CERTIFICATION RECORDS (TRAINING & TESTING)	6 MO	6YR6MO	7			05-537-048
1.1	2229	PILOT EXAM RECORDS	AC+3		AC+3			
1.1	2236	TEST ANSWER SHEETS (COMPLETED)	4		4			
1.1	2237	ROSTERS (SCHOOLS FOR CERTIFICATION)	AV		AV			
1.1	2238	BATCH TEST RESULTS	4		4			
1.1	2241	TEST EVALUATION SUMMARIES	4		4			
1.1	2243	SUBSCALES TEST RECORDS	4		4		CONTENTS OF SUBSECTIONS OF TESTS	
1.1	3589	DPS SPOT CHECKS	1	6	7			05-537-315
1.1	3590	RECIPROCITY VERIFICATION FORMS	FE+3MO		FE+3MO			

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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		304 - EMS/TRAUMA SYSTEMS COORDINATION						
1.1	3591	TWO-YEAR CONTINUING EDUCATION SUMMARY/CLEARED/EMERGENCY SUSPENSION LETTERS	6 MO	6Y6MO	7			05-537-317
1.1	3843	MEDICAL ADVISORY BOARD RECORDS (NO'S ONLY) CASE # ORDER	6 MO	1Y6MO	2			05-537-312
1.1	4571	CERTIFICATION SCHOOL FILES	6	6			CONTENTS OF FILES ARE OPEN EXCEPT FOR SOCIAL SECURITY INFORMATION. PAPER FILES ARE MICROFILMED AFTER ONE YEAR.	
1.1	4660	CASE LISTS (SUPPLIED BY DEPARTMENT OF PUBLIC SAFETY FOR INVESTIGATION)	CE+3		CE+3			
1.1	4663	SCHOOL RECORDS (CONTINUING EDUCATION CLASSES)	5		5			
1.1	4666	MAB MASTER NAME FILE (DRIVER'S LICENSE FILES)	75		75			
1.1	4746	EMS MODEL DATA (EMS MODELS)	AV		AV			
1.1	4913	TRAINING RECORDS (COURSE COMPLETION CERTIFICATES, GRADE ROSTERS, COURSE APPROVAL, DIS RESP, COURSE EVALS.	FE+3MO		FE+3MO			
1.1	4914	CERTIFICATIONS RECORDS (APPLICATIONS)	3 MO	6YR 9M	7			05-537-122
1.1	5405	EMS PROVIDER RECORDS	2	4	6			05-537-139
1.1	5819	DISASTER SERVICES & REPORTS	FE+1		FE+1			
1.1	5820	TRAUMA FACILITY DESIGNATION FILES	AC+3	3	AC+6			05-537-332
1.1	5821	TRAUMA SERVICE AREA FILES	US	4	US+4			
1.1.002	2387	CONTINUING EDUCATION AUDITS	AC+6 MO	2Y6MO	AC+3		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.	05-537-313

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4. Records Series Item #		5. Agency Item #	6. Records Series Title		7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
Series Item #	Item #	Item #	Agency	Storage	Total					
304 - EMS/TRAUMA SYSTEMS COORDINATION										
1.1.006	4531	COMPLAINT FILES	AC+2		AC+2			AC= FINAL DISPOSITION OF COMPLAINT		
1.1.024	2048	EMERGENCY MANAGEMENT STATE 5 YR. STATE PLAN	AC+3		AC+3	R		AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS		
1.1.024	4755	PLANNING RECORDS (BOUND VOLUMES, AUDIOVISUALS)	AC+3		AC+3	R		AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS		
1.1.040	4606	CONFERENCE PAPERS	AC		AC	R		AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.		
1.1.070	2231	EMERGENCY MEDICAL TRAINING (DEFIBRILLATION)	AC+3		AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.3.002	2245	TEST MASTERS & WORK-UPS	AV		AV	R				
1.3.002	4756	EMS MAGAZINE DEVELOPMENT FILES (BACKGROUND MATERIAL, DRAFT COPIES ARTWORK, PHOTO NEGATIVES, PRINTS, ETC.) THIS INCLUDES WORK PERFORMED INHOUSE & OUTSIDE THE AGENCY.	AV		AV	R				
2.1.002	5825	EMS CERTIFICATION & OTHER COMPUTER MASTER FILES	AC		AC			Vital Record. 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.		
2.1.007	5829	SOFTWARE PROGRAMS-EMERGENCY INFO SYSTEM	AC		AC			Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94		

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3.1	6695	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.		
4.3	4615	PROGRAM & REGIONAL BUDGET & EXPENDITURES JOURNALS	FE+3		FE+3				
4.7.008	5830	FEDERAL GRANT INFORMATION ON FILE	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		
5.1.001	4763	GRANTS - CONTRACTS, APPLICATIONS, ETC. (LOCAL PROJECT GRANTS, 911 SB102 GRANTS, HOSPITAL GRANTS)	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS		
5.1.001	5618	CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS		
5.1.004	4751	MAILING RECORDS, (SUBSCRIPTIONS TO EMS MESSENGER)	US		US				
5.2.016	5831	INVENTORY SYSTEM UPDATE LISTINGS	AC		AC				
5.3.007	2882	BID DOCUMENTATION (INCLUDES TOBACCO GRANT RFP'S, APPLICATIONS & REVIEWER'S COMMENTS)	FE+3		FE+3				

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