

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

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2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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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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506 - EPIDEMIOLOGY AND DISEASE SURVEILLANCE UNIT (INCLUDES ENVIRONMENTAL/INJURY/TOXICOLOGY BRANCH & BIRTH DEFECTS EPI BRANCH)

729 FLUORIDATION DATABASE

PM

PM

932 FLUORIDATION PROGRAM APPLICATION FILES

AV

AV

Vital Record.

2011 TRACKER DATABASE (BIRTH DEFECTS)

AV

AV

2012 CASEFINDING DATABASE (BIRTH DEFECTS)

AV

AV

2013 ABSTRACTION FORMS (BIRTH DEFECTS)

AV

AV

RETAIN ALL CASE ABSTRACTION FORMS FOR THE LATEST DELIVERY YEAR THAT HAS BEEN PUBLISHED IN A STATEWIDE DATA REPORT PLUS ALL CASE ABSTRACTION FORMS FOR THE PREVIOUS DELIVERY YEAR. CASE ABSTRACTION FORMS FOR ALL DELIVERY YEARS PRIOR TO THAT MAY BE DESTROYED.

5546 OLD FIELD SURVEY REPORTS (LEAD)

AV

AV

RECORDS TRANSFERRED TO CHILDHOOD LEAD POISONING PROGRAM BY TOXIC SUBSTANCES CONTROL DIVISION OR SUCCESSOR APPROXIMATELY 5 YEARS AFTER CREATION. SEE AGENCY ITEM NUMBER 3148.

5572 TRAUMA REGISTRY (HOSPITAL)

AV

AV

5575 TRAUMA REGISTRY (PRE-HOSPITAL)

AV

AV

1.1 2079 INJURY STUDIES AND PRESENTATIONS

AV

AV

RETAIN PAPER NO LONGER THAN 3 YEARS. ELCTRONIC NO LONGER THAN 5 YEARS.

1.1 4490 HUMAN IMMUNODEFICIENCY VIRUS (ANONYMOUS TESTING)

AC+1

AC+1

AC=AFTER TEST DATE OR AFTER LAST DATE OF SERVICE; WHICHEVER COMES LATER, STORED IN OFFICE.

1.1 4842 ATSDR COOPERATIVE AGREEMENT WITH DEPARTMENT OF HUMAN RESOURCES

AC+2

AC+2

ATSDR=AGENCY TOXIC SUBSTANCE & DISEASE REGISTRY AC=ENDING DATE OF AGREEMENT

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506 - EPIDEMIOLOGY AND DISEASE SURVEILLANCE UNIT (INCLUDES ENVIRONMENTAL/INJURY/TOXICOLOGY BRANCH & BIRTH DEFECTS EPI BRANCH)									
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	
1.1	4845	TEXAS CITY HYDROFLUORIC ACID RELEASE HOSPITAL ABSTRACT FORM 1987	AV+5	15	AV+20		Vital Record.	05-537-239	
1.1	5585	HAZARDOUS SUBSTANCES EMERGENCY EVENTS SURVEILLANCE	AV+1	4	AV+5			05-537-208	
1.1	5587	KOPPERS SITE SPECIFIC SURVEILLANCE PROJECT	AV+3	17	AV+20			05-537-240	
1.1	5590	OAK PARK HEALTH SURVEY	AV+2	18	AV+20		Vital Record.	05-537-242	
1.1	5592	UNITED CREOSOTING SURVEILLANCE PROJECT	AV+2	18	AV+20			05-537-241	
1.1	6174	CONTINUING EDUCATION DOCUMENTATION	FE+5		FE+5				
1.1	6213	ENVIRONMENTAL SURVEILLANCE	3	17	20			06-537-529	
1.1.004	2537	BIENNIAL BUDGET 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.		
1.1.006	3528	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT		
1.1.007	3818	INJURY 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.		
1.1.007	5576	CORRESPONDENCE, BIRTH DEFECTS	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.		

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1.1.007	5577	CORRESPONDENCE, HEALTH RISK ASSESSMENT AND TOXICOLOGY	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	3736	INJURY DATA REQUESTS	1		1		INCLUDES SOME E-MAIL.	
1.1.008	4840	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL	
1.1.020	5573	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.021	5574	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.027	6826	PROPOSED LEGISLATION	AV		AV			
1.1.057	513	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	5579	MINUTES AND AGENDA, SCIENTIFIC ADVISORY COMMITTEE AND TRAUMATIC BRAIN INJURY ADVISORY COUNCIL	PM		PM	A	Vital Record.	
1.1.065	4836	ENVIRONMENTAL EPIDEMIOLOGY COMPLETED QUESTIONNAIRES FROM INVESTIGATIONS	AV		AV			
1.1.065	4846	EPIDEMIOLOGY ANENCEPHALY REGISTRY (1981-CURRENT)	AV		AV			
1.1.065	4847	CANCER CLUSTER INVESTIGATIONS	AV		AV			
1.1.065	4848	OCCUPATIONAL DISEASE SURVEILLANCE (LEAD)	AV		AV		ART 99.1, TITLE 25, TAC	
1.1.065	4850	OCCUPATIONAL DISEASE SURVEILLANCE (PESTICIDE POISONING)	AV		AV			

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1.1.065	4851	OCCUPATIONAL DISEASE SURVEILLANCE (ASBESTOS-SILICOSIS)	AV		AV		ART. 99.1, TITLE 25, TAC
1.1.065	4853	ENVIRONMENTAL & OCCUPATIONAL STUDIES, INVESTIGATIONS, & CONSULTATIONS (FINAL REPORT)	AV		AV		
1.1.065	4860	GENERAL SURVEILLANCE	AV		AV		
1.1.065	5582	BIRTH DEFECT CLUSTER INVESTIGATIONS AND REPORTS	AV		AV		Vital Record.
1.1.065	5583	BIRTH DEFECT REGISTRY DATABASE	AV		AV		Vital Record.
1.1.065	5586	INJURY SURVEILLANCE (INTENTIONAL AND UNINTENTIONAL): SUBMERSION, SPINAL CORD, TRAUMATIC BRAIN, TRAUMA REGISTRY PAPER REPORTING FORMS	AV		AV		
1.1.065	5588	LAKE LIVINGSTON QUESTIONNAIRE	AV		AV		
1.1.065	5589	NEURAL TUBE DEFECT SURVEILLANCE (CAMERON AND HIDALGO COUNTIES)	AV		AV		Vital Record.
1.1.065	5591	SITE SPECIFIC FILES (RAW DATA)	AV		AV		
1.1.069	5581	EMPLOYEE REPORTS, MONTHLY WORKLOAD MEASURES			1		
1.1.070	5580	POLICY AND PROCEDURES MANUAL-BIRTH DEFECTS-FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	5594	RULES AND REGULATIONS, BIRTH DEFECTS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	5595	RULES AND REGULATIONS, SCIENTIFIC ADVISORY COMMITTEE- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

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1.1.070	6819	AGENCY RULES, POLICIES, AND PROCEDURES - FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	1308	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
2.1	3009	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6		
2.1.007	5272	SOFTWARE PROGRAMS	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USEABLE 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(a)(1))
3.1	6710	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	514	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		MAY CONTAIN CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	4843	EMPLOYMENT SELECTIONS (INCLUDES INTERVIEWS NOTES & DOCUMENTATION OF HIRING PROCESS)	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.019	265	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.

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3.1.020	45	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN CONFIDENTIAL INFORMATION; AC=TERMINATION OF CORRECTIVE ACTION		
3.3.023	5270	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS (INCLUDES TRAVEL)	FE+3		FE+3		TRAVEL WITH STATE FUNDS; TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.		
3.3.026	4828	MANPOWER LISTS (STAFFING REPORTS)	US+3		US+3				
3.4.004	5016	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.		
3.4.006	4863	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	4839	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.		
4.7.008	5271	FEDERAL GRANT FISCAL RECORDS	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		
5.1.001	2086	INJURY RFPS AND CONTRACTS	AC+1	3	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS; UNLESS FEDERAL MANDATES REQUIRE A LONGER RETENTION PERIOD.		
5.1.016	4188	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.		
5.3	3105	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4				
5.3.007	6820	RFPs NOT FUNDED	FE+3		FE+3		SEE 5.1.001 FOR FUNDED RFPs		

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