

Automated Facsimile of SLR-105

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

4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

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 \_\_\_ REPLACEMENT PAGE  
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 10. 106 No.

114 - EXECUTIVE AND STAFF OPERATIONS SECTION

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
		4579 LOST AND FOUND RECORDS	1		1		
1.1	244	SPECIAL PROJECT FILES	AV		AV		
1.1	332	MODEL RELEASES (ART)	AC+5/US+5		AC+5/US+5		Vital Record. AC=REMOVAL OF PROJECT FOR WHICH MODEL OR TALENT WAS USED; US=PROJECT SUPERCEDED. RETENTION PERIOD IS ASSOCIATED WITH 1.3.001 STATE PUBLICATIONS.
1.1	723	PUBLICATION REQUESTS	FE+1		FE+1		KEPT ELECTRONICALLY ONE YEAR SEE #1044
1.1	2936	RECONCILIATION OF STOCK (WAREHOUSE)	1		1		
1.1	2978	MATERIAL RETRIEVAL FILES	AV		AV		
1.1	3078	IMPRESSION SHEETS & PRODUCTIVITY REPORTS	FE+3		FE+3		
1.1.004	1531	BIENNIAL BUDGET REQUESTS AND DOCUMENTATION	AC+6		AC+6		AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL. (REMOVE FROM RETENTION SCHEDULE WHEN RECORDS ARE SENT TO STATE ARCHIVES APPROXIMATELY 9/1/11)
1.1.006	748	COMPLAINT FILE	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	316	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	2632	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.
1.1.010	823	DIRECTIVES	US+1		US+1		(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

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VITAL Record (Include in Field 9)

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1.1.013	907	ITINERARY INFORMATION/DESK CALENDARS/APPOINTMENT BOOKS	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.
1.1.014	402	LEGAL OPINIONS & ADVICE OFFICE OF GENERAL COUNSEL/AG'S OFFICE	AV	AV		R	
1.1.020	1849	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	1850	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2			AC=DATE OF DENIAL OF REQUEST
1.1.023	338	ORGANIZATION CHARTS	US	US		A	
1.1.024	460	PLANNING RECORDS	AC+3	AC+3		R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS
1.1.038	347	CUSTOMER SURVEYS	AC+3	AC+3			SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.040	349	SPEECHES	AC	AC		R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	322	TRAINING MATERIALS	US+1	US+1			
1.1.055	1549	BIENNIAL OPERATING PLAN FILES	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	317	TRANSITORY INFORMATION	AC	AC			AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	2678	MEETING MINUTES/NOTES - STAFF	1	1			

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Series Item #	Item #		Agency	Storage	Total				
114 - EXECUTIVE AND STAFF OPERATIONS SECTION									
1.1.064	4005	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.	
1.1.067	2656	REPORTS & STUDIES (NON-FISCAL)	3		3			INCLUDES SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS	
1.2.006	3000	RECORDS TRANSMITTAL	AC+2		AC+2			AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER	
1.3.002	2634	PUBLICATION FILES	AV		AV		R	INCLUDES NEGATIVE RECORDS	
2.1.001	343	AUTOMATED FILES-PROCESSING FILES, DATA ENTRY DOCUMENTS AND NOTES	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	2659	COMPUTER PROGRAMS	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	
2.1.008	2658	AUTOMATION DOCUMENTATION	AC		AC			Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE HARDWARE TO BE RETRIEVED AND READ.	

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2.1.009	379	TECHNICAL DOCUMENTATION (SYSTEM AND FILE DOCUMENTATION)	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ.
3.1	6683	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	2639	APPLICATIONS & RESUMES OF PEOPLE NOT HIRED	2		2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.006	6386	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		AC=TERMINATION OF COUNSELING
3.1.014	2641	EMPLOYMENT SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.019	5083	PERFORMANCE 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	320	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	5084	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.

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**APPROVED 11/2/2006**

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Records Retention Schedule

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			Agency	Storage	Total		
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3.2	236	PAYROLL WARRANT LISTINGS	1		1		
3.3	1841	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	AC=COMPLETION OF CLASS	
3.3.020	15	HELPPESK - SERVICE REQUESTS FOR AUDIOVISUAL OR NETWORK SUPPORT SERVICES	1		1	INCLUDES SATELLITE SERVICES REQUESTS AND DISTANCE LEARNING CENTER RESERVATION REQUESTS	
3.3.020	4470	WORK SCHEDULES / ASSIGNMENTS	1		1		
3.3.023	221	REIMBURSABLE ACTIVITIES, REQUESTS & AUTHORIZATIONS (TRAVEL, TUITION REIMBURSEMENT, WORKSHOPS)	FE+3		FE+3	TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.4.004	4999	OVERTIME AUTHORIZATION	2		2	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	3083	TIME CARDS & TIME SHEETS	4		4	40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	2693	TIME OFF & SICK LEAVE REQUESTS (ABSENCE REPORTS)	FE+3		FE+3	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.1.005	340	JOB TRACKING - (PRINTING)	FE+3		FE+3		
4.1.005	342	HHS PRINTING PRODUCTION & BILLING RECORDS	FE+3		FE+3	Vital Record. NORTH SITE RECORD	
4.1.005	2701	REQUISITION FOR COPY/PRINTINGSERVICES (D-8)/INVOICE	FE+3		FE+3		
4.1.005	4981	LIAISON TRACKING RECORDS	FE+3		FE+3		
4.2.003	3015	DAILY CASH RECEIPTS LOG	FE+3		FE+3	BRM MAILROOM RESPONSIBILITY ENDED MARCH 2003; MOVED TO FISCAL.	

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4.4	3127	PROGRAM BILLING REPORTS	FE+3		FE+3		
4.4	4954	PEACHTREE ACCOUNTING GENERAL LEDGER-COST RECOVERY	FE+3		FE+3		Vital Record.
4.4.002	1368	ACCOUNTS RECEIVABLE LEDGERS	FE+3		FE+3		Vital Record.
4.4.003	2696	WARRANT LISTINGS	FE+3		FE+3		PEOPLESOFT IMPLEMENTED FY2002. RECORD NOW MAINTAINED BY HHSC. (delete record 9/1/04 when disposition log received.)
4.5.001	5416	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3		FE+3		
4.5.002	3073	INTERNAL MANAGEMENT REPORTS	FE+3		FE+3		
4.5.002	4986	HHS CONSOLIDATED FINANCIAL STATEMENT	FE+3		FE+3		
4.6.002	238	RECONCILIATIONS	FE+3		FE+3		PEOPLESOFT IMPLEMENTED FY2002. RECORD NOW MAINTAINED BY HHSC. (delete record 9/1/04 when disposition log received.)
4.7.004	1851	CAPITAL ASSET RECORDS	LA+3		LA+3		
4.7.008	4841	FEDERAL GRANT RECORDS	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).
4.7.009	241	FIXED ASSET LOG	US+3		US+3		
5.1	341	JOB TRACKING (ART)	AV		AV		
5.1	3033	UNCLAIMED RETURN RECEIPTS FOR CERTIFIED MAIL	AC+ 2MO		AC+2MO		AC=COMPLETION OF CIRCULATING NOTICE TO DSHS DEPARTMENTS

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5.1.001	243	CONTRACTS & LEASES	AC+1	3	AC+4		Vital Record. AC=FISCAL YEAR END THAT THE CONTRACT OR LEASE EXPIRES.	05-537-251
5.1.003	3003	DELIVERY REPORTS	2		2		INCLUDES LOGS TO RECORD AFTER HOURS SPECIMEN DELIVERIES TO LAB; DELIVERY MANIFEST.	
5.1.004	328	MAILING LISTS	US		US			
5.1.004	2629	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US			
5.1.005	3016	POSTAGE EXPENSE REPORTS	FE+3		FE+3			
5.1.005	3017	POSTAGE METER RECORDS	FE+3		FE+3			
5.1.011	1842	FAX ACTIVITY REPORTS	AV		AV			
5.1.015	4569	CORRESPONDENCE/PACKAGES TRACKING RECORDS	1		1			
5.1.016	2688	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2	233	COMPUTER AND ELECTRONIC EQUIPMENT INFORMATION DATABASE	LA+3		LA+3			
5.2	240	LOCATION CODES (PROPERTY)	FE+1	2	FE+3			
5.2	260	EMPLOYEE INVENTORY	US		US		FORM PM-4	
5.2	261	APPOINTMENTS OF DEPUTY PROPERTY MANAGERS AND PROPERTY CUSTODIANS	US		US			
5.2	5417	INVENTORY SHEETS	FE+3		FE+3			
5.2.002	3371	BUILDING CONSTRUCTION PROJECT FILES	AC	10	AC+10	R	Vital Record.	05-537-108

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5.2.003	4965	BUILDING PLANS & SPECIFICATIONS	AC	LA	AC+LA	R	Vital Record. AC=UPON COMPLETION OF PROJECT PLANS. *WILL BE REVIEWED FOR DESTRUCTION ELIGIBILITY AFTER 20 YEARS.	05-537-143
5.2.004	5030	BUILDING SPACE REQUESTS	1		1			
5.2.006	246	CERTIFICATION OF DESTRUCTION OF PROPERTY	FE+3		FE+3			
5.2.007	5449	DAMAGE REPORTS	FE+3		FE+3			
5.2.008	5455	EQUIPMENT HISTORY FILES	LA+3		LA+3			
5.2.009	247	EQUIPMENT INVENTORY DETAIL	FE+3		FE+3			
5.2.010	2704	EQUIPMENT MANUALS	LA		LA			
5.2.011	329	EQUIPMENT WARRANTIES	AC+1		AC+1			
5.2.014	4475	ANNUAL INVENTORY	FE+3		FE+3			
5.2.015	254	INVENTORY REMOVAL NOTICE	FE+3		FE+3		PROPERTY TRANSFERS	
5.2.016	249	INVENTORY, UPDATE LISTING	AC		AC		AC=INFORMATION TRANSFERRED TO ANNUAL LISTING	
5.2.017	250	LOST OR STOLEN PROPERTY REPORT	FE+3		FE+3			
5.2.019	557	SERVICE ORDERS	1		1		REPAIR SLIPS LEFT BY OUTSIDE SERVICE VENDORS FOR REPAIR OF TYPEWRITERS, COPIERS, ETC.	
5.2.020	251	SUPPLY USAGE REPORT	FE	1	FE+1		WAREHOUSE RECORDS	
5.2.021	252	SURPLUS PROPERTY SALE	FE+3		FE+3			
5.2.023	255	YTD ACTIVITY (INVENTORY LISTING)	FE+3		FE+3*			

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5.2.027	1740	SPACE UTILIZATION REPORTS	AV		AV			
5.3	3106	COST DATA	FE+5		FE+5			
5.3	4421	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.3.002	1852	FREIGHT BILLS PAID	FE+3		FE+3			
5.3.003	1853	FREIGHT CLAIMS	AC+2		AC+2		AC=RESOLUTION OF CLAIM	
5.3.007	2098	BID DOCUMENTATION (HOSPITAL BUILDING PROJECT)	FE+3		FE+3		Vital Record.	
5.3.008	5900	PURCHASING LOGS	FE+3		FE+3			
5.3.009	564	REQUESTS FOR INFORMATION (FOR PURCHASES)	AC		AC		AC=DATE OF DIRECT PURCHASE, ISSUANCE OF REQUEST FOR BIDS OR DECISION NOT TO PROCEED WITH THE PROCUREMENT, AS APPLICABLE.	
5.4	1697	TEST RESULTS ON BUILDINGS FOR MOLD	1	29	30		Vital Record.	
5.4	4641	INSPECTIONS & SURVEYS OF BUILDINGS FOR MOLD AND ASBESTOS	5		5			
5.4	4740	ASBESTOS TESTING RESULTS OF BUILDINGS	30		30		Vital Record.	
5.4.010	396	MATERIAL SAFETY DATA SHEETS	AC		AC		AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED.	
5.4.011	1722	VISITOR CONTROL REGISTERS	3		3			
5.5	5633	RECORDED HEALTH MESSAGES FOR CALLERS ON-HOLD	AV		AV		CASSETTES	
5.5.003	285	STATION ACTIVITY REPORT (CDR)	AV		AV			

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5.5.006	1866	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN)	FE+3		FE+3		INCLUDES CD-ROM.
5.5.007	1859	DISPUTED CALL DOCUMENTATION	FE+3		FE+3		
5.6	5883	PARKING VIOLATIONS (INCLUDES MEMOS TO SUPERVISORS)	FE+1		FE+1		
5.6.003	2964	FLEET MANAGEMENT SYSTEM	LA+1		LA+1		INCLUDES MILEAGE REPORTS, REPAIRS, MAINTENANCE, INSPECTION INFORMATION ON AGENCY VEHICLES; PAPER IS RETAINED FOR THREE YEARS AFTER DATA ENTRY AND THEN DESTROYED.
5.6.004	6623	LICENSE AND DRIVING RECORD CHECKS (INCLUDES SIGNED AGREEMENT TO COMPLY WITH AGENCY DRIVING POLICY)	AC		AC		AC=UNTIL SUPERCEDED OR UNTIL TERMINATION OF EMPLOYMENT.
5.6.005	3024	VEHICLE USE REPORTS-OPERATION LOG - MAILROOM)	FE+3		FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.
5.6.009	5882	PARKING PERMITS OR ASSIGNMENTS	US		US		

RETENTION CODES (Field 7)

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

ARCHIVAL CODES (Field 8)

A - Transfer to State  
R - Review by State

VITAL Record (Include in Field 9)