

**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

RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

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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809 - DIVISION FOR FAMILY & COMMUNITY HEALTH SERVICES

1.1	1915	REFERENCE FILES	AV		AV			
1.1	3632	SERVICE DELIVERY INTEGRATION SIEBRS PROJECT FILES	7		7		Vital Record.	
1.1	5139	CLIENT HISTORY REPORTS	6Y3MO		6Y3MO			
1.1	5494	SERVICE DELIVERY INTEGRATION CONTRACTOR MANUAL	4		4			
1.1.006	4293	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	4243	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	5652	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.013	5669	ITINERARY INFORMATION	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.	
1.1.027	5670	PROPOSED LEGISLATION	AV		AV			
1.1.040	5671	SPEECHES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.055	164	STRATEGIC PLANS	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.	
1.1.056	305	ADA DOCUMENTATION	3		3		28CFR35.105(c)	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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1.1.057	1495	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.063	6825	STAFF MEETING MINUTES, NOTES AND AGENDA	1		1			
1.1.065	579	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV		INCLUDES WORKING PAPERS FOR QA MONITORING	
1.3.001	4189	PUBLICATIONS (HC, SDI)	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. PAPER, ELECTRONIC; FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO EXECUTIVE & STAFF OPERATIONS (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY. WEB PUBLICATIONS ARE MADE AVAILABLE TO THE PUBLIC ONLINE FOR AT LEAST TWO YEARS, THEN RETAINED FOR APPROPRIATE PERIOD ACCORDING TO RETENTION FOR THEIR RECORDS SERIES.	
1.3.002	3974	PUBLICATION DEVELOPMENT FILES (HC)	AV		AV	R		
3.1	491	PARKING INFRACTIONS	FE+1		FE+1			
3.1	6735	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	493	APPLICATIONS FOR PERMANENT EMPLOYMENT-NOT HIRED	2		2		29CFR1602.31(a) CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	

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809 - DIVISION FOR FAMILY & COMMUNITY HEALTH SERVICES							
3.1.014	1513	EMPLOYMENT SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.018	588	GRIEVANCE RECORDS	AC+2		AC+2		Vital Record. AC=FINAL DECISION ON GRIEVANCE / MAY CONTAIN CONFIDENTIAL INFORMATION
3.1.019	712	PEFORMANCE APPRAISALS/JOURNALS	2		2		29 CRF 1620.32(A); MAY CONTAIN 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	738	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN CONFIDENTIAL INFORMATION; AC=TERMINATION OF CORRECTIVE ACTION
3.1.022	739	PERSONNEL INFORMATION OR ACTION FORMS	2		2		29 CFR1602.31(a) / CONVENIENCE COPY. AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.
3.1.023	741	POSITION JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.034	752	RESUMES - UNSOLICITED	AV		AV		
3.2	2084	PAYROLL WARRANT LISTING	1		1		
3.3.023	135	TRAVEL AUTHORIZATION REQUEST	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.
3.3.023	753	TUITION ASSISTANCE REQUESTS	FE+3		FE+3		
3.4.006	4479	TIME CARDS AND TIME SHEETS	4		4		40 TAC815.106(j); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.

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3.4.007	768	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.2.005	5884	PURCHASE VOUCHERS	FE+3		FE+3			
4.2.007	5885	EXPENDITURE VOUCHERS (TRAVEL, PAYROLL, ETC)	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.	
4.5.006	990	ANNUAL OPERATING BUDGETS	FE+3		FE+3			
4.7.004	1244	CAPITAL ASSETS RECORDS	LA+3		LA+3			
4.7.008	5886	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).	
4.7.012	5887	SIGNATURE AUTHORIZATION	US+FE+3		US+FE+3			
5.1	1533	CONTRACT MONITORING RECORDS	AC+5		AC+5		Vital Record. AC=CONTRACT EXPIRATION DATE; RECORDS ARE RETAINED IN ACCORDANCE WITH FEDERAL REQUIREMENTS.	
5.1.011	1498	PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS	AV		AV			
5.1.016	3830	TELEPHONE MESSAGE NOTIFICATIONS	1		1		PAPER AND ELECTRONIC. INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2.014	1807	EQUIPMENT INVENTORY	FE+3		FE+3			
5.3.008	2004	PURCHASING LOG	FE+3		FE+3			
5.5.001	2027	BILLING DETAIL - TELECOMMUNICATIONS	FE+3		FE+3			

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