

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
10. 106 No.

4. Records Series Item #		5. Agency Item #		6. Records Series Title			7. RETENTION PERIOD			9. Remarks	
Series Item #	Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks			
127 - GRANT COORDINATION AND FUNDS MANAGEMENT UNIT											
1.1	1530		FEDERAL GRANT INFORMATION (TYPES OF GRANTS & REQUIREMENTS)	US		US		Vital Record.			
1.1.007	4266		ADMINISTRATIVE CORRESPONDENCE (PHHS BLOCK GRANT ADVISORY COMM; TOBACCO SMALL URBAN HOSPITAL)	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.			
1.1.007	6101		CORRESPONDENCE, ADMINISTRATIVE	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	6102		GENERAL CORRESPONDENCE	1		1		INCLUDES SOME E-MAIL.			
1.1.058	4509		MEETING AGENDA (PHHS BLOCK GRANT ADVISORY COMMITTEE)	PM		PM	A				
1.1.058	4510		MEETING MINUTES (PHHS BLOCK GRANT ADVISORY COMMITTEE)	PM		PM	A				
1.1.060	4508		AUDIO OR VIDEOTAPES OF OPEN MEETINGS (PHHS BLOCK GRANT ADVISORY COMMITTEE)	AC+90 DA		AC+90 DA		AUDIOTAPES; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING FY THE GOVERNING BODY OF AN AGENCY.			
1.1.061	4506		MEETING NOTES (PHHS BLOCK GRANT ADVISORY COMMITTEE)	AC+90 DA		AC+90 DA		AC=APPROVAL OF THE FORMAL MINUTES BY THE GOVERNING BODY			
1.1.062	4314		MEETINGS - SUPPORTING DOCUMENTATION (PHHS BLOCK GRANT ADVISORY COMMITTEE)	2		2	A				
1.1.063	4385		STAFF MEETING MINUTES (PHHS BLOCK GRANT ADVISORY COMMITTEE)	1		1					

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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
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3.1	6690	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	6103	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.014	6104	EMPLOYMENT SELECTION NOTES	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.018	4217	GRIEVANCE RECORDS	AC+2		AC+2		Vital Record. MAY CONTAIN SOME CONFIDENTIAL INFORMATION /AC=FINAL DECISION ON GRIEVANCE		
3.1.019	6105	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	1674	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION; AC=TERMINATION OF CORRECTIVE ACTION.		
3.1.023	6106	POSITION/JOB DESCRIPTIONS	US+4		US+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.		
3.4.004	4987	OVERTIME AUTHORIZATION	1	1	2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	05-537-199	
3.4.007	5456	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+1	2	FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	05-537-323	

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Agency Storage Total 8. Archival 9. Remarks

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127 - GRANT COORDINATION AND FUNDS MANAGEMENT UNIT

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4.3.003	1028	EXPENDITURES	FE+3		FE+3		Vital Record.	
4.5.001	1534	WORKSHEETS FOR PREPARING REPORTS	FE	3	FE+3			05-537-196
4.5.002	1032	SALARY EXPENSE REPORTS	FE+3		FE+3			
4.5.007	1040	USAS REPORTS - DAILY (FEDERAL GRANT INFORMATION ON FILE FINAL EXPENDITURES)	AC		AC		Vital Record. OMB CIR. 102 COMPUTER OUTPUT MICROFILM. AC=RECEIPT OF RECONCILIATION OF MONTHLY REPORT.	
4.5.007	6129	USAS REPORTS DAILY (FEDERAL GRANT INFORMATION ON FILE)	AC		AC		AC=RECEIPT AND RECONCILIATION OF MONTHLY REPORT.	
4.7.008	6145	FEDERAL GRANT INFORMATION ON FILE (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).	
5.1.001	1026	CONTRACTS BILLING INFO ON FILE	AC+2	2	AC+4		Vital Record. MAINTAINED ON PC. RETENTION REQUIREMENTS MAY VARY IN THE CODE OF FEDERAL REGULATIONS FOR A SPECIFIC FUNDING SOURCE. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.001	6146	CONTRACTS AND RFPs	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.016	4134	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	

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