

**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

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4. Records

7. RETENTION PERIOD

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502 - HIV/STD COMPREHENSIVE SERVICES BRANCH

	773	HIV/STD MEDICATION PROGRAM - DATABASE	AV		AV		Vital Record.	
	928	GRANT APPLICATIONS - DENIED	AC	1	AC+1		AC=DATE APPLICATION DENIED	05-537-236
	1198	HIV MEDICATION PROGRAM-MEDICATION ORDER BATCHES-TERMINATION DOCUMENTATION	AC	5	AC+5		Vital Record. AC=TERMINATION OF EMPLOYMENT. NO RECORDS WERE CREATED AFTER 8/31/98	05-537-296
1.1	2536	AUDITS	AC+3		AC+3		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. PROGRAM AUDIT OF GRANTS OR CONTRACTS.	
1.1	2573	STATE GRANT INFORMATION	AC+3		AC+3		AC=COMPLETION OF GRANT	
1.1	3040	HIV/STD PUBLIC SERVICE ANNOUNCEMENTS	AV		AV			
1.1	3046	CONTINUING EDUCATION DOCUMENTATION	FE+5		FE+5			
1.1	3360	HIV MEDICATION PROGRAM-HIV MEDICATION APPLICATIONS	AC+2		AC+2		Vital Record. AC=DEATH OF CLIENT OR INACTIVE FOR 180 CONSECUTIVE DAYS	
1.1	3862	CONTRACT SITE VISIT REVIEWS AND CONTRACTOR MONITORING	AC+FE+3	3	AC+FE+3		CONTRACTOR SITE VISIT REPORTS AND OTHER PERTINENT DOCUMENTATION RELATING TO MONITORING OF CONTRACTORS; SUBJECT TO AUDIT. CATEGORIZATION OF CONTRACTORS FOR MONITORING PURPOSES IS BASED ON RISK ASSESSMENT; THUS, UP TO SIX YEARS OF RECORDS MAY BE NECESSARY TO ASSIGN A CONTRACTOR TO A RISK CATEGORY.	05-537-318
1.1	5685	INFERTILITY PREVENTION PROJECT DATA COLLECTION FORMS	CE	1	CE+1			05-537-289
1.1.006	1644	ASSISTANCE TRACKING SYSTEM DATABASE	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.006	2538	COMPLAINT FILES	AC+2		AC+2		AC=INVESTIGATED AND CLOSED	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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502 - HIV/STD COMPREHENSIVE SERVICES BRANCH

1.1.007	2539	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	1650	GENERAL CORRESPONDENCE	1		1		INCLUDES SOME E-MAIL.	
1.1.013	3035	CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1	R	INCLUDES OUTLOOK CALENDAR. 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	2540	LEGAL OPINIONS AND ADVICE	AV		AV	R		
1.1.020	3054	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	3051	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.024	2542	PLANNING RECORDS	AC+3		AC+3	A	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS; ARCHIVAL CODE AUTHORIZED SUBSEQUENT TO APPRAISAL BY THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
1.1.038	3039	CUSTOMER SURVEYS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	
1.1.040	3048	SPEECHES AND PAPERS	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.041	3041	EMPLOYEE SUGGESTIONS	1		1			

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1.1.043	3038	TRAINING MATERIALS	US+1		US+1			
1.1.057	1649	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	3848	MEETING AGENDAS AND MINUTES	PM		PM	A	INCLUDES MINUTES AND AGENDAS FROM THE HIV MEDICATION ADVISORY COMMITTEE AND THE HIV/AIDS INTERAGENCY COORDINATING COUNCIL.	
1.1.065	1163	MISCELLANEOUS PROGRAM EVALUATION DATA COLLECTION FORMS--REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV		AV=DETERMINED BY PROGRAM	
1.1.067	2544	REPORTS, CONSULTANTS AND COMMITTEES	3		3	R	IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	
1.1.069	2545	REPORTS, EMPLOYEE	1		1		REPORTS COMPILED BY STAFF ON A DAILY OR PERIODIC BASIS PERTAINING TO WORKLOAD MONITORING, TASK COMPLETION, TIMES, NUMBER OF PUBLIC CONTACTS, ETC.	
1.1.070	2546	RULES, POLICIES AND PROCEDURES- FINAL	AC+3		AC+3	A	Vital Record. RULES, POLICIES, AND PROCEDURES THAT GOVERN AGENCY PROGRAMS, SERVICES OR PROJECTS. INCLUDES MANUALS, GUIDELINES, ADMINISTRATIVE RULES, OR SIMILAR RECORDS DISTRIBUTED INTERNALLY OR EXTERNALLY. ARCHIVAL CODE AUTHORIZED SUBSEQUENT TO APPRAISAL BY THE ARCHIVES AND INFORMATION. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
1.1.071	5260	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	

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3.1	6706	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	1648	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	2		2		MAY CONTAIN CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.014	2553	INTERVIEW AND SELECTION NOTES	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.019	2554	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.		
3.1.020	1647	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION		
3.1.021	1164	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC	5	AC+5		Vital Record. AC=TERMINATION OF EMPLOYMENT.	05-537-294	
3.1.023	2556	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.		
3.2	2566	PAYROLL WARRANT LISTINGS	1		1		DATE, WARRANT NUMBER, & SIGNATURE OF PERSONS RECEIVING WARRANT		
3.3	2557	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS.		

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3.3.020	2562	WORK SCHEDULE	1		1		WORK, DUTY, SHIFT, CREW OR CASE SCHEDULES, ROSTERS, OR ASSIGNMENTS	
3.3.023	2547	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	
3.4.004	4997	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.1.001	1201	MEDICATION PROGRAM ACCOUNTS PAYABLE INFORMATION	FE+6 MO	2Y6MO	FE+3		RECORD DISCONTINUED SEPTEMBER 2002.	05-537-295
4.2.005	5631	HIV DRUG ORDERS AND REQUISITION BATCH REPORTS	3 MO	FE+2Y9	FE+3		CREATION OF RECORDS STARTED OCTOBER 2002. CONFIDENTIAL INFORMATION PROTECTED UNDER VTCA HEALTH & SAFETY CODE CHAPTER 81.103	05-537-363
4.3	1643	EXPENDITURE DATABASE	FE+4		FE+4			
4.3.003	2567	EXPENDITURES	FE+3		FE+3			
4.7.008	2571	FEDERAL GRANT INFORMATION	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	2572	FEDERAL GRANT APPLICATIONS & CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.001	3032	CONTRACTS & AWARDED RFPS FOR AWARDED CONTRACTS	AC+1	3	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	05-537-042
5.1.001	3362	PHARMACY CONTRACTS OR AGREEMENTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.016	5126	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	

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5.2.009	2574	EQUIPMENT INVENTORY DETAIL REPORT FORMS	FE+3		FE+3			
5.2.011	2575	EQUIPMENT WARRANTIES	AC+1		AC+1			
5.3	5311	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.3.007	3366	REQUESTS FOR PROPOSALS	FE+3		FE+3		IF CONTRACT AWARDED, RFPS ARE FILED WITH CONTRACTS AND RETAINED AC+4	

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