

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

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4. Records

7. RETENTION PERIOD

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508 - HIV/STD EPIDEMIOLOGY & SURVEILLANCE BRANCH

737 HIV AIDS REPORTING SYSTEM - (HARS) (database) AV AV Vital Record.

750 ADULT SPECTRUM OF DISEASE - DATABASE AV AV Vital Record.

760 PEDIATRIC SPECTRUM OF DISEASE - DATABASE AV AV Vital Record.

763 SYPHILIS REGISTRY-DATABASE AV AV Vital Record.

765 CONGENITAL SYPHILIS - DATABASE AV AV Vital Record.

766 STD MORBIDITY REPORTS - DATABASE AV AV Vital Record.

769 HIV REPORTS - DATABASE AV AV Vital Record.

770 SURVEY OF CHILDBEARING WOMEN-DATABASE AV AV Vital Record.

772 HIV FAMILY OF SURVEYS - DATABASE AV AV Vital Record. AC=END OF SURVEY; LAST SURVEY PRIOR TO 1999.

774 HIV COUNSELING AND TESTING SITES - DATABASE AV AV Vital Record.

775 UNIFORM REPORTING SYSTEM-DATABASE AV AV Vital Record. AC=DEATH OF PATIENT

3047 PCPE DATABASE PM PM PCPE PAPER DATA FORMS ARE SCANNED OR MANUALLY ENTERED INTO THE DATABASE, RETAINED FOR SIX ADDITIONAL MONTHS AND ARE THEN DESTROYED.

6172 GRANT APPLICATIONS - DENIED AC 1 AC+1 AC=DATE APPLICATION DENIED

6216 BEHAVIORAL SURVEILLANCE DATABASE AV AV

6217 HIV INCIDENCE DATABASE AV AV

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

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	6218	MEDICAL MONITORING PROJECT (MMP) DATABASE	AV		AV			
	6219	ENHANCED PERINATAL SURVEILLANCE DATABASE	AV		AV			
	6220	ELECTRONIC LAB DATABASE	AV		AV			
	6221	BEHAVIOR DOCUMENTS	AV		AV			
	6222	INCIDENCE DOCUMENTS	AV		AV			
	6223	CASES OF PUBLIC HEALTH IMPORTANCE FORMS (COPHI)	AV		AV			
	6224	ELECTRONIC LAB PAPER FORMS	AV		AV		COPIES OF TEST RESULTS FROM LABORATORIES.	
	6242	SUPPLEMENT TO HIV AIDS SURVEILLANCE (SHAS) - DOCUMENTS	AC+3		AC+3			
	6243	SUPPLEMENT TO HIV AIDS SURVEILLANCE (SHAS) - DATABASE	AV		AV			
	6244	MEDICAL MONITORING PROJECT (MMP) - DOCUMENTS	AV		AV			
1.1	4491	CONFIDENTIAL TESTING (RESULTS SEROPOSITIVE)	AC+5		AC+5		AC=DEATH OF THE PATIENT; STORED IN OFFICE	
1.1	4492	CONFIDENTIAL TESTING (RESULTS SERONEGATIVE)	AC+5		AC+5		AC=LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER. STORED IN THE OFFICE.	
1.1	6173	STATE GRANT INFORMATION	AC+3		AC+3		AC=COMPLETION OF GRANT	

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508 - HIV/STD EPIDEMIOLOGY & SURVEILLANCE BRANCH

1.1	6175	CONTRACT SITE VISIT REVIEWS AND CONTRACTOR MONITORING	AC+FE+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.	
1.1.006	6176	COMPLAINT FILES	AC+2		AC+2		AC=INVESTIGATED AND CLOSED	
1.1.007	6177	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	6178	GENERAL CORRESPONDENCE	1		1		INCLUDES SOME E-MAIL.	
1.1.013	6179	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	6180	LEGAL OPINIONS AND ADVICE	AV		AV	R		
1.1.020	6181	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	6182	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	

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Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
508 - HIV/STD EPIDEMIOLOGY & SURVEILLANCE BRANCH							
1.1.024	6183	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.
1.1.040	6185	CONFERENCE/PUBLICATION PAPERS	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	6186	TRAINING MATERIALS	US+1		US+1		
1.1.057	6187	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.065	544	DISEASE SURVEILLANCE-HIV CASE REPORTS USING UNIQUE IDENTIFIERS	AC+2		AC+2		Vital Record. AC=DATE ELECTRONICALLY ENTERED INTO SURVEILLANCE SYSTEM; SHRED IN HOUSE.
1.1.065	572	ADULT SPECTRUM OF DISEASES (ASD) DATA COLLECTION FORMS	AC+5		AC+5		Vital Record. AC=PROJECT TERMINATION; SHRED IN HOUSE
1.1.065	1152	PEDIATRIC SPECTRUM OF DISEASES (PSD) DATA COLLECTION FORMS	AC+5		AC+5		Vital Record. AC=PROJECT TERMINATION; SHRED IN HOUSE
1.1.065	4488	DISEASE SURVEILLANCE-CONGENITAL SYPHILIS CASE REPORTS	PM		PM		Vital Record. REQUIRES PERMANENT RETENTION FOR MEDICAL RESEARCH PURPOSES.
1.1.065	4489	DISEASE SURVEILLANCE-CHANCROID, CHLAMYDIA TRACHOMATIS INFECTION, GONORRHEA, AND SYPHILIS (NON-CONGENITAL) CASE REPORTS	AC		AC		Vital Record. AC=DATE ELECTRONICALLY ENTERED INTO SURVEILLANCE SYSTEM; SHRED IN HOUSE
1.1.065	4493	DISEASE SURVEILLANCE-HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND AIDS CASE REPORTS (CHILDREN ONLY)	AC+5		AC+5		Vital Record. AC=DATE OF DEATH. SHRED IN HOUSE
1.1.065	4494	DISEASE SURVEILLANCE-HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND AIDS CASE REPORTS (ADULTS ONLY)	AC+1		AC+1		Vital Record. AC=DATE ELECTRONICALLY ENTERED INTO SURVEILLANCE SYSTEM; SHRED IN HOUSE

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1.1.065	6188	MISCELLANEOUS PROGRAM EVALUATION DATA COLLECTION FORMS--REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV		AV=DETERMINED BY PROGRAM
1.1.067	6189	REPORTS, CONSULTANTS AND COMMITTEES	3		3	R	
1.1.069	6190	REPORT, 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.
3.1	6712	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	6191	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		MAY CONTAIN CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	6192	INTERVIEW AND SELECTION NOTES	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.019	6193	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	6194	PERSONNEL CORRECTIVE ACTION DOCUMENTATION / PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION.
3.1.021	6195	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5		Vital Record. AC=TERMINATION OF EMPLOYMENT

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3.1.023	6196	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.2	6197	PAYROLL WARRANT LISTINGS	1		1		DATE, WARRANT NUMBER & SIGNATURE OF PERSONS RECEIVING WARRANT	
3.3	6198	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS.	
3.3.020	6199	WORK SCHEDULE/ASSIGNMENTS	1		1		WORK, DUTY, SHIFT, CREW OR CASE SCHEDULES, ROSTERS, OR ASSIGNMENTS	
3.3.023	6200	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	
3.4.004	6201	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	2563	TIME CARDS AND TIME SHEETS	4		4		40 TAC815.106(j); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	2564	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.3	6202	EXPENDITURE DATABASE	FE+4		FE+4			
4.3.003	6203	EXPEDITURES	FE+3		FE+3			
4.7.008	6204	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	6205	FEDERAL GRANT APPLICATIONS AND CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	

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5.1.001	6206	CONTRACTS & AWARDED RFPs FOR AWARDED CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.1.016	6207	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.
5.2.011	6208	EQUIPMENT WARRANTIES	AC+1		AC+1		
5.3.007	6209	REQUESTS FOR PROPOSALS	FE+3		FE+3		IF CONTRACT AWARDED RFPs ARE FILED WITH CONTRACTS AND RETAINED AC+4 (SEE #6206)

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