

Automated Facsimile of SLR-105

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

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4. Records Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
080 - HEALTH SERVICE REGION - HIV/STD PROGRAM								
3699		HIV SERONEGATIVE CONFIDENTIAL TEST RESULTS, INCLUDING SEROLOGY, COUNSELING NOTES, AND RISK REDUCTION PLAN.	AC		AC		AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.	
3720		HIV-POSITIVE CONFIDENTIAL TEST RESULTS, INCLUDING SEROLOGY AND MEDICAL RECORDS.	AC+7		AC+7		AC=PATIENT'S DEATH, IF KNOWN, OR 18 YEARS FROM LAST DATE OF SERVICE.	
3721		PREVENTION COUNSELING NOTES, RISK REDUCTION PLANS, AND CASE MANAGEMENT RECORDS COMPILED ON HIV-POSITIVE CLIENTS	AC		AC		AC=FOR ADULTS: 7 YEARS AFTER LAST DATE OF SERVICE OR PATIENT'S DEATH, IF KNOWN. AC=FOR CHILDREN: 3 YEARS AFTER 21ST BIRTHDAY, EVEN IN DEATH, OR 7 YEARS; WHICHEVER COMES LATER.	
3722		HIV NEGATIVE ANONYMOUS TEST RESULTS, INCLUDING SEROLOGY, COUNSELING NOTES, AND RISK REDUCTION PLAN.	AC		AC		AC=GIVEN TO CLIENT OR RETAINED FOR 90 DAYS AFTER TEST DATE; WHICHEVER COMES FIRST.	
3723		HIV POSITIVE ANONYMOUS TEST RESULTS (INCLUDES SEROLOGY, COUNSELING NOTES, RISK REDUCTION PLAN, AND PREVENTION CASE MANAGEMENT RECORDS)	AC+1		AC+1		AC=TEST DATE OR LAST DATE OF SERVICE; WHICHEVER COMES LATER.	
3724		SEXUALLY TRANSMITTED DISEASE MEDICAL RECORDS OTHER THAN POSITIVE SYPHILIS TESTS.	AC+7		AC+7		AC=LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.	
3725		SEXUALLY TRANSMITTED DISEASE MEDICAL RECORDS CONTAINING POSITIVE SYPHILIS TESTS INCLUDING CONGENITAL SYPHILIS	AC+7		AC+7		AC=PATIENT'S DEATH, IF KNOWN, OR 18 YEARS FROM THE LAST DATE OF SERVICE.	
3727		ALL SEXUALLY TRANSMITTED DISEASE INTERVENTION RECORDS, AND HIV/AIDS DISEASE INTERVENTION RECORDS, INCLUDING INVESTIGATIONS, INTERVIEWS, AND DISEASE INTERVENTION CASE MANAGEMENT NOTES.	AC+3		AC+3		AC=LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.	
5.1	5276	CONTRACT MONITORING REPORTS - HIV	AC	5	AC+5		Vital Record. AC=END OF CONTRACT	

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)