

Automated Facsimile of SLR-105

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

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 ___ REPLACEMENT PAGE
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 10. 106 No.

4. Records Series Item #		5. Agency Item #	7. RETENTION PERIOD			9. Remarks	10. 106 No.
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
010 - HEALTH SERVICE REGION - MEDICAL RECORDS							
3692		CD4 ONLINE MANAGEMENT PATIENT INFORMATION SYSTEM (COMPIS) REPORTS GENERATED FROM THE DATABASE.	AV		AV		
3693		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.
3811		ADULT HEALTH PROGRAM RECORDS	AC+7		AC+7		Vital Record. AC= LAST SERVICE DATE.
3812		CHILD HEALTH PROGRAM RECORDS	AC		AC		AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS PAST LAST SERVICE DATE, WHICHEVER COMES LATER.
3813		CHILDREN WITH SPECIAL HEALTH CARE NEEDS PROGRAM RECORDS	AC		AC		AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE.
3827		FAMILY HEALTH PROGRAM RECORDS	AC		AC		AC=LATER OF 21ST BIRTHDAY OF YOUNGEST CHILD OR 7 YEARS AFTER LAST SERVICE DATE. (some regional records not eligible for destruction until 2016)
3831		FAMILY PLANNING PROGRAM RECORDS (INVOLVING USE OF I.U.D.)	LA+AC		LA+AC		LA=LIFE OF I.U.D. DEVICE AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE.
3835		FAMILY PLANNING PROGRAM RECORDS (INVOLVING SURGICAL IMPLANTATION OF CONTRACEPTIVE)	LA+AC		LA+AC		LA=LIFE OF CONTRACEPTIVE AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE.
3849		FAMILY PLANNING PROGRAM RECORDS (NOT INVOLVING USE OF I.U.D. OR SURGICALLY IMPLANTED CONTRACEPTIVE)	AC		AC		AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER.
3858		MATERNAL HEALTH PROGRAM RECORDS	AC		AC		AC=INFANT'S 21ST BIRTHDAY, MOTHER'S 21ST BIRTHDAY, OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER.

RETENTION CODES (Field 7)

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ARCHIVAL CODES (Field 8)

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VITAL Record (Include in Field 9)

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010 - HEALTH SERVICE REGION - MEDICAL RECORDS							
3860	SEXUALLY TRANSMITTED DISEASE MEDICAL RECORDS CONTAINING POSITIVE SYPHILIS TESTS INCLUDING CONGENITAL SYPHILIS	AC	AC			AC=7 YEARS PAST PATIENT'S DEATH, IF KNOWN, OR 18 YEARS FROM THE LAST DATE OF SERVICE.	
3861	SEXUALLY TRANSMITTED DISEASE MEDICAL RECORDS OTHER THAN POSITIVE SYPHILIS TESTS.	AC	AC			AC=7 YEARS PAST LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.	
3871	ALL SEXUALLY TRANSMITTED DISEASE INTERVENTION RECORDS, AND HIV/AIDS DISEASE INTERVENTION RECORDS, INCLUDING INVESTIGATIONS, INTERVIEWS, AND DISEASE INTERVENTION CASE MANAGEMENT NOTES.	AC	AC			AC=3 YEARS PAST LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.	
3873	TUBERCULOSIS PROGRAM RECORDS	AC	AC			AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YRS AFTER LAST SERVICE DATE. X-RAYS GIVEN TO PATIENT OR RETURNED TO PROGRAM MANAGER FOR DISPOSITION.	
3875	COMMUNICABLE DISEASES PROGRAM RECORDS	AC	AC			AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER IS LATER.	
3878	HANSEN'S DISEASE RECORDS	PM	PM			RETAINED FOR RESEARCH.	
3880	IMMUNIZATION RECORD AND FORMS - ADULT	CE+10	CE+10			CE=END OF CALENDAR YEAR IN WHICH FORM WAS SIGNED.	
3881	IMMUNIZATION RECORD & FORMS -CHILDREN	AC	AC			AC=CHILD'S 21ST BIRTHDAY OR 10 YEARS FOLLOWING END OF CALENDAR YR IN WHICH FORM WAS SIGNED, WHICHEVER IS LATER. WHEN USING THE C-100 FORMS IT IS NOT NECESSARY TO RETAIN THE VACCINE INFORMATION MATERIALS.	
3882	INFANT SCREENING FOR GENETIC OR METABOLIC DISORDERS	AC	AC			AC=PATIENT'S 21ST BIRTHDAY.	
3883	HEALTH RISK APPRAISAL	AC	AC			AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER.	

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010 - HEALTH SERVICE REGION - MEDICAL RECORDS

3891	BLOOD PRESSURE SCREENING	AC	AC	AC=PATIENT'S 21ST BIRTHDAY OR 7 YRS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER.
3894	BLOOD PRESSURE REFERRAL	AC	AC	AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE.
3895	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.
3896	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.
4264	HIV POSITIVE CONFIDENTIAL TEST RESULTS INCLUDING SEROLOGY AND MEDICAL RECORDS.	AC	AC	AC=7 YEARS PAST PATIENT'S DEATH, IF KNOWN, OR 18 YEARS FROM LAST DATE OF SERVICE.
4267	CD4 ONLINE MANAGEMENT PATIENT INFORMATION SYSTEM (COMPIS) DATABASE. (ELECTRONIC CLIENT SERVICE PROVISION RECORDS.)	AC+3	AC+3	AC=END OF RYAN WHITE TITLE II CONTRACT PERIOD. HARD COPY RECORDS AND DOCUMENTS FROM WHICH THE DATABASE IS DERIVED MUST BE RETAINED ACCORDING TO THE APPROPRIATE SCHEDULE.
4276	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.
4277	VISION, HEALTH & SPEECH SCREENING	AC	AC	AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE (SCREENINGS ARE MANDATED TO TAKE PLACE EVERY OTHER YEAR FROM PRESCHOOL THROUGH 7TH GRADE.
4456	DIABETICS SCREENING	AC	AC	AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE.
4507	OTHER LABORATORY SCREENINGS & TESTS	AC	AC	AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER.

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	4512	INFANT SCREENING FOR GENETIC OR METABOLIC DISORDERS	AC		AC	AC=PATIENT'S 21ST BIRTHDAY
	4520	DENTAL RECORDS	AC		AC	AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER
	4521	DENTAL REFERRALS	AC		AC	AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER.
	4526	COMMUNICABLE DISEASE SURVEILLANCE FORMS COMPLETED BY DSHS PERSONNEL	AC		AC	AC=PATIENT'S 21ST BIRTHDAY OR 7 YRS AFTER LAST SERVICE DATE, WHICHEVER IS LATER. ORIGINAL VACCINE-PREVENTABLE DISEASE SURVEILLANCE FORMS FOR THE FOLLOWING DISEASES: MEASLES, MUMPS, RUBELLA, CONGENITAL RUBELLA SYNDROME, TETANUS, PERTUSSIS, AND HEPATITIS B, SHOULD BE SENT TO THE IMMUNIZATION. DISEASE SURVEILLANCE FORMS FOR OTHER REPORTABLE INFECTIOUS DISEASES INCLUDING TUBERCULOSIS, HEPATITIS A & C, ROCKY MOUNTAIN SPOTTED FEVER, LYME DISEASE, SHOULD BE SENT TO THE INFECTIOUS DISEASE CONTROL UNIT
	4662	MEDICAL CASE MANAGEMENT PATIENT RECORDS	AC		AC	AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21 YEARS OF AGE, WHICH EVER IS LONGER.
	4810	SPECIAL PROJECTS AND RESEARCH	AV		AV	USUALLY 10 YRS, BUT A DIFFERENT RET. PERIOD MAY BE ESTABLISHED AT PROJECT IMPLEMENTATION
	4979	WOMEN/INFANT/CHILDREN PROGRAM RECORDS	AC		AC	AC=3 YEARS FOLLOWING DATE OF SUBMISSION OF FINAL EXPENDITURES REPORT.
	6817	REGIONAL MASTER PATIENT INDEX (MASTER INDEX OF PATIENTS' MEDICAL RECORDS)	PM		PM	
4.1	5010	FINANCIAL RECORDS RELATING TO PROGRAM SERVICES	FE+5		FE+5	MEDICARE REQUIREMENTS ARE 6 YEARS RETENTION.

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