

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

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

032 - HEALTH SERVICE REGION - PUBLIC HEALTH PREPAREDNESS

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
		6673 VOLUNTEER CONTACT INFORMATION		AC+2	AC+2		SNS VOLUNTEER AND EXPERTS (ANY DATABASES/FILES DEALING WITH VOLUNTEERS) AC=UNTIL SUPERCEDED OR TERMINATION OF VOLUNTEER STATUS
1.1.067	6670	24/7 QUARTERLY TESTS/AFTER ACTION REPORTS		3	3		24/7 QUARTERLY TESTS, EXERCISES, AFTER ACTION REPORTS, WHICH INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
3.4.004	6671	OVERTIME AUTHORIZATIONS (PERSONNEL)		2	2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
4.7.008	6672	FEDERAL CONTRACT/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). ALL FILES PERTINENT TO GRANT DELIVERABLES INCLUDING ALL HAZARD PLANS, EOC MANUAL, CERC TRAINING, CHEMPACK, CRI, STAFF/GRANT MEETING/MINUTES.

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US - Until Superseded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)