

Automated Facsimile of SLR-105

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

ORIGINAL SUBMISSION
 RECERTIFICATION
 REPLACEMENT PAGE
 ADDENDUM PAGE
 10. 106 No.

4. Records Series Item #		5. Agency Item #	7. RETENTION PERIOD			9. Remarks	10. 106 No.
6. Records Series Title			Agency	Storage	Total	8. Archival	
085 - HEALTH SERVICE REGION - SOCIAL WORK							
	1436	CLIENT CASE FILES	AC+3		AC+3		
	1437	SSI CLIENT FILES (16 YR. AND NO TRC REFERRAL)	AC+3		AC+3		SSI=SUPPLEMENTAL SECURITY INCOME TRC=TEXAS REHAB COMMISSION
	3887	CSHCN FILES	AV+US		AV+US		CONVENIENCE COPY. SEE AGENCY ITEM #1881 ON CHILDREN'S HEALTH (402).
1.1	63	CSHCN FINANCIAL & MEDICAL APPEALS LOG	AC+2		AC+2		AC=RESOLUTION OF APPEAL. CONVENIENCE COPY. SEE AGENCY ITEM # 2260 FOR SPECIALIZED HEALTH SERVICES (402).
1.1	64	DENIED CSHCN APPLICATIONS	FE+5		FE+5		Vital Record. CONVENIENCE COPY. SEE AGENCY ITEM #5029 FOR SPECIALIZED HEALTH SERVICES (402)
1.1	78	INCOMPLETE CSHCN APPLICATIONS	AC		AC		CONVENIENCE COPY. SEE AGENCY ITEM #2413 ON SPECIALIZED HEALTH CARE (402).
1.1	3902	CSHCN WORKSHOPS	AV+1		AV+1		CONVENIENCE COPY. SEE AGENCY ITEM #2321 ON SPECIALIZED HEALTH SVS (402).
1.1	3919	CSHCN CASE RECORD FILES	7		7		CONVENIENCE COPY. SEE AGENCY ITEM #2385 ON SPECIALIZED HEALTH SVS (402).
1.1	3927	CSHCN CASE RECORD FILES (SCANNED)	7		7		CONVENIENCE COPY. SEE AGENCY ITEM #1007 ON SPECIALIZED HEALTH SERVICES (402).
1.1.007	3885	CORRESPONDENCE, ADMINISTRATIVE (ADMINISTRATION) (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	3		3	R	Vital Record. NLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.008	1433	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	1		1		INCLUDES SOME E-MAIL

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 US - Until Superseded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 Archivist
 R - Review by State Archivist
 E - Exempt from sending

VITAL Record (Include in Field 9)