

**APPROVED 11/2/2006**

State of Texas  
Records Retention Schedule

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Automated Facsimile of SLR-105

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

4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

10. 106 No.

098 - HEALTH SERVICE REGION - TEXAS HEALTH STEPS

2018	CARES SYSTEM CONTACT/OUTREACH DATA	US+3MO	US+ 3MO	Vital Record.
2023	CARES SYSTEM CLIENT DATA	AC+3MO	AC+ 3MO	Vital Record. AC=CLIENT'S 21ST BIRTHDAY
4648	CASE MANAGEMENT RECORDS	AC	AC	AC=SEVEN YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21, WHICH EVER IS LATER.

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US - Until Superseded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)

VITAL Record (Include in Field 9)

A - Transfer to State  
R - Review by State