

**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

7. RETENTION PERIOD

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
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095 - HEALTH SERVICE REGION - WIC PROGRAM

1371 VOIDED CARDS/VENDOR REPORTS

3 2 5

1375 CONTRACT FORMULA DISTRIBUTION FOOD ISSUANCE RECORDS

2 3 5

1376 INVENTORY SHEETS(FOOD DISTRIBUTION)

FE+3 FE+3

1403 PARTICIPANT RECORDS

5 5

1505 WIC DAILY CARD AND PARTICIPATION LOG

FE+3 FE+3

1506 WIC HEALTH RECORD

AC+7 AC+7

WIC=WOMEN, INFANTS & CHILDREN

1.1.002 79 AUDIT FINDINGS - BIENNIAL

AC+7 AC+7

AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.

1.1.002 1423 WIC SELF-AUDITS

AC+7 AC+7

AC=DATE OF RELEASE OF FINAL AUDIT FINDINGS AND ALL AUDIT FINDINGS ARE RESOLVED. 7 CFR PART 246.25

1.1.007 1377 CORRESPONDENCE, ADMINISTRATIVE

3 3

R Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.

1.1.007 1422 WIC ADMINISTRATIVE FILES

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 1392 CORRESPONDENCE, GENERAL

1 1

INCLUDES SOME E-MAIL.

1.1.063 1411 MEETING MINUTES/NOTES

1 1

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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US - Until Superseded

A - Transfer to State  
R - Review by State

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Page 2 11/8/2006

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4. Records		7. RETENTION PERIOD			9. Remarks	10. 106 No.	
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage			Total
095 - HEALTH SERVICE REGION - WIC PROGRAM							
3.4.001	1397	ACCUMULATED LEAVE ADJUSTMENT REQUEST	FE+3		FE+3		
3.4.002	1382	LEAVE STATUS REPORT	FE+3		FE+3		Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.006	1383	TIME CARDS & TIME SHEETS	4		4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.
3.4.007	1384	TIME OFF AND/OF SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
4.3.002	82	DAILY VOUCHER & PARTICIPATION LOG	FE+3		FE+3		
4.5.002	1374	INTERNAL MANAGEMENT REPORTS, WIC REPORTS, CASELOAD ANALYSIS, FOOD CARD INVENTORY RECONCILIATION, FOOD ISSUANCE	AC+FE+3		AC+FE+3		RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.
5.1.001	83	LOCAL AGENCY CONTRACT AGREEMENTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF PROVIDER CONTRACT

RETENTION CODES (Field 7)

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ARCHIVAL CODES (Field 8)

A - Transfer to State  
R - Review by State

VITAL Record (Include in Field 9)