

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

4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

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

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
035 - HEALTH SERVICE REGION - ZONOSIS CONTROL							
	41	ANIMAL RABIES INVESTIGATIONS	CE+2		CE+2		
	139	ANIMAL CONTROL OFFICER TRAINING COURSE ROSTER	CE+3		CE+3		
	1496	FIELD SURVEILLANCE ACTIVITIES/COLLECTIONS	3		3		Vital Record. 3 COPIES OF REPORTS ARE SUBMITTED TO THE LAB
1.1	40	ZOONOTIC DISEASE INVESTIGATIONS	AV		AV		LYME, HANTAVIRUS, PLAGUE
1.1	55	HUMAN RABIES PROPHYLAXIS SURVEILLANCE REPORTS	FE+7		FE+7		
1.1	1486	CONTROL INVENTORY RECORDS-RABIES VACCINE	FE+5		FE+5		Vital Record.
1.1	1662	ANIMAL QUARANTINE FACILITY FILES	AC+5		AC+5		
1.1	1696	WAIVER OF LIABILITY OF LIVE ANIMAL USE IN ACO COURSES	1		1		
1.1	4901	VOIDED CERTIFICATES AND LICENSES	PM		PM		
1.1	5619	ANIMAL CONTROL OFFICER EXAMS - FAILED LETTERS	CE+3		CE+3		
1.1	5629	ANIMAL CONTROL OFFICER EXAMS - PASSED LETTERS & CERTICATES	1		1		
1.1	5648	ANIMAL CONTROL OFFICER COURSE ATTENDANCE APPLICATIONS AND ATTENDANCE ACCEPTANCE LETTERS	1		1		
1.1	5656	WRITTEN/PRACTICAL EXAMS FOR ADVANCED AND ADMINISTRATIVE COURSES - FAILED	CE+3		CE+3		PAPER, MIXED MEDIA. ADVANCED (INCLUDES STUDENT PRESENTATIONS & ANIMAL IDENTIFICATION PRACTICAL EXAM SHEETS); ADMINISTRATIVE (INCLUDES STUDENT PRESENTATION AND BOOK REPORT)

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US - Until Superseded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)

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035 - HEALTH SERVICE REGION - ZOONOSIS CONTROL											
1.1	5657			WRITTEN/PRACTICAL EXAMS FOR ADVANCED AND ADMINISTRATIVE COURSES - PASSED	1	1				INCLUDES MIXED MEDIA. ADVANCED (INCLUDES STUDENT PRESENTATIONS & ANIMAL IDENTIFICATION PRACTICAL EXAM SHEETS); ADMINISTRATIVE (INCLUDES STUDENT PRESENTATION AND BOOK REPORT)	
1.1.007	1470			CORRESPONDENCE, ADMINISTRATIVE (INCLUDING LOCAL HEALTH DEPT. CORRESPONDENCE)	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	1471			CORRESPONDENCE, GENERAL	1	1				INCLUDES SOME E-MAIL.	
1.1.019	1474			NEWS OR PRESS RELEASES	2	2	R				
1.1.043	4905			TRAINING MATERIALS	3	3				INCLUDES SLIDES. PRACTICAL EXAMS, PASS/FAIL LETTERS, CERTIFICATES OF COMPLETION, ADMINISTRATIVE CORRESPONDENCE	
1.1.067	44			REPORTS - ADMINISTRATIVE	3	3	R			IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	
1.3.001	59			PUBLICATIONS/NEWSLETTERS, DIVISION GENERATED	AC+2	AC+2				AC=UNTIL SUPERCEDED OR OBSOLETE.	
3.1.019	58			PEFORMANCE APPRAISALS/JOURNALS	2	2				MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.4.006	49			TIME CARDS AND TIME SHEETS	4	4				40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	1485			TIME OFF AND SICK LEAVE REQUESTS	FE+3	FE+3				BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	

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Page 3 11/8/2006

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035 - HEALTH SERVICE REGION - ZONOSIS CONTROL

4.3.002	1477	RECEIPTS (ANIMAL CONTROL OFFICER TRAINING MANUALS, BIOLOGICALS, ETC.)	FE+3	FE+3		

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