

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. |
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|

200 - HISTORICALLY UNDER-UTILIZED BUSINESSES PROGRAM

| | | | | | | | | |
|---------|------|--|--|------|------|--|---|---|
| 1.1.007 | 84 | ADMINISTRATIVE CORRESPONDENCE | | | 3 | | R | Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. |
| 1.1.008 | 974 | GENERAL CORRESPONDENCE | | | 1 | | | INCLUDES SOME E-MAIL. |
| 1.1.057 | 1515 | TRANSITORY INFORMATION | | AC | AC | | | AC=PURPOSE OF RECORD HAS BEEN FULFILLED |
| 3.1 | 6692 | POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS) | | AC | AC | | | AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN AccessHR TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE. |
| 3.1.019 | 953 | PEFORMANCE APPRAISALS/JOURNALS | | | 2 | | | MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. |
| 4.5 | 223 | AGENCY EXPENDITURES BY HUB VENDORS | | US | US | | | |
| 4.5.002 | 1078 | INTERNAL MANAGEMENT REPORTS | | FE+3 | FE+3 | | | |
| 4.5.005 | 4214 | EXTERNAL FISCAL REPORTS | | FE+3 | FE+3 | | | INCLUDES HUB REPORTS |
| 5.1.001 | 1097 | CONTRACTS | | AC+4 | AC+4 | | | Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS |
| 5.1.016 | 5390 | TELEPHONE MESSAGE NOTIFICATIONS | | | 1 | | | INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC. |

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