

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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560 - HEALTH PROMOTION UNIT

1.1	5804	RESOURCE FILES	AV		AV		SLIDE NOTEBOOKS, STATISTICS	
1.1.008	5805	GENERAL CORRESPONDENCE/REQUESTS FOR INFORMATION (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	1		1		INCLUDES SOME E-MAIL	
1.1.020	6245	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED (OPEN RECORDS REQUESTS - FILLED)	AC+1		AC+1		AC=DATE REQUEST FULFILLED	
1.1.021	6246	PUBLIC INFORMATION REQUESTS - EXEMPTED (OPEN RECORDS REQUESTS - DENIED)	AC+2		AC+2		AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.	
1.1.023	1523	ORGANIZATION CHARTS	US		US	A		
1.1.024	6247	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.	
1.1.040	6815	SPEECHES, PAPERS AND PRESENTATIONS	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	6814	TRAINING MATERIALS	US+1		US+1		(INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.)	
1.1.057	1520	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.	
1.1.063	5806	MEETING MINUTES/NOTES - STAFF	1		1		STAFF & CORE MINUTES	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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1.1.064	2604	PERFORMANCE MEASURES DOCUMENTATION	FE+3		FE+3		Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.	
1.1.065	4837	REPORTS, STUDIES AND SURVEYS-RAW DATA	AV		AV			
1.1.067	5800	ADMINISTRATIVE REPORTS (INCLUDES MONTHLY ACTIVITY REPORTS, MANPOWER REPORTS)	FE+2	2	FE+3		IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	06-537-535
1.1.069	5799	EMPLOYEE RECORDS	1		1			
1.1.070	5802	ORIENTATION MANUAL- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	5743	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
2.1	2997	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6			
3.1	6715	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.	
3.1.001	1525	APPLICATIONS FOR PERMANENT EMPLOYMENT-NOT HIRED	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	

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Page 3

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560 - HEALTH PROMOTION UNIT								
3.1.014	5810	EMPLOYMENT SELECTION RECORDS/NOTES		2	2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.019	5811	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.	
3.1.020	1526	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC	5	AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.1.022	5812	PERSONNEL ACTIONS		2	2		CONVENIENCE COPY. AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.	
3.1.023	5813	JOB DESCRIPTIONS	AC	4	AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.3	5814	TRAINING SUPPORT DOCUMENTATION	AC	2	AC+2		AC=COMPLETION OF CLASS	
3.3.023	1524	TRAVEL AUTHORIZATION REQUESTS	FE	3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	
3.3.031	5815	EEO RECORDS		3	3			
3.4.004	1527	OVERTIME AUTHORIZATIONS		2	2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	5816	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	5817	TIME OFF & SICK LEAVE REQUESTS	FE	3	FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	

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Page 4

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4.7.008	5803	GRANT APPLICATION/AWARD NOTICES	AC	3	AC+3		Vital Record.
5.1.001	5818	CONTRACTS	AC	4	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.
5.1.004	4872	ADDRESS & TELEPHONE LISTINGS	US		US		
5.3	4890	PURCHASING RECORDS	FE+3		FE+3		

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