

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION

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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.

645 - HOSPITAL SERVICES SECTION

4141	ABUSE AND NEGLECT FILES - CLOSED FACILITIES	AC	10	AC+10	Vital Record. AUDIOCASSETTE TAPES. AC=CLOSURE OF FACILITY.	05-537-420
4142	ABUSE AND NEGLECT FILES - CLOSED FACILITIES	AC	28	AC+28	Vital Record. AC=CLOSURE OF FACILITY. RETENTION PERIOD BASED ON STATUTE OF LIMITATIONS=10 YEARS FROM THE DATE OF THE COMMISSION OF THE OFFENSE OR 10 YEARS FROM THE 18TH BIRTHDAY OF THE VICTIM. (CODE OF CRIMINAL PROCEDURE ART. 12.01) IF BIOLOGICAL MATERIAL IS COLLECTED, A NEW RECORD SERIES WITH AN UNLIMITED (AV) RETENTION PERIOD MUST BE USED.	05-537-410
4143	ATTENDENCE ROSTERS - CLIENT PROGRAMS FUNDED BY MEDICAID - CLOSED FACILITIES	AC	FE+7	AC+FE+7	AC=CLOSURE OF FACILITY	05-537-451
4145	CLIENT DENTAL RECORDS - CLOSED FACILITIES	AC	7	AC+7	Vital Record. AC=CLOSURE OF FACILITY. (MAY BE REMOVED FROM SCHEDULE WHEN RECORDS DESTROYED AT STATE RECORDS CENTER APPROXIMATELY 9/1/04.)	05-537-436
4146	CLIENT INJURY REPORTS - CLOSED FACILITIES	AC	10	AC+10	Vital Record. CIRS FORMS. AC=CLOSURE OF FACILITY.	05-537-455
4680	COMMUNITY MENTAL RETARDATION SERVICES - GROUP HOME CERTIFICATION	AV+FE	5	AV+FE+5	Vital Record. (MAY BE REMOVED FROM SCHEDULE WHEN RECORDS DESTROYED AT STATE RECORDS CENTER APPROXIMATELY 9/1/04.)	05-537-381
4684	DEATH REVIEWS - CLOSED FACILITIES	AC	10	AC+10	Vital Record. AC=CLOSURE OF FACILITY.	05-537-435
4689	MASTER INDEX - CLOSED FACILITIES	AC	40	AC+40	Vital Record. AC=CLOSURE OF FACILITY; RETURN TO AGENCY. (RETENTION PERIOD BASED ON RETAINING MEDICAL RECORDS 10 YEARS PAST THE LAST DATE OF SERVICE OR THE 30TH BIRTHDAY OF THE PATIENT, WHICHEVER IS LATER.)	05-537-443

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

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ARCHIVAL CODES (Field 8)

A - Transfer to State
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VITAL Record (Include in Field 9)

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4. Records Series Item #		5. Agency Item #	7. RETENTION PERIOD			9. Remarks	10. 106 No.
		6. Records Series Title	Agency	Storage	Total		
645 - HOSPITAL SERVICES SECTION							
	4690	MH AND MR CLIENT RECORDS - CLOSED FACILITIES - COMBINED CORE AND NON-CORE DOCUMENTS	AC	40	AC+40	Vital Record. AC=CLOSURE OF FACILITY. (RETENTION PERIOD BASED ON RETAINING AC=LAST SERVICE DATE OR 21ST BIRTHDAY, WHICHEVER IS LATER. RETENTION PERIOD COMPLIES WITH SIMILAR RECORDS AT DEPT OF AGING AND DISABILITY SERVICES-DADS).	05-537-418 (Microfilm); 05-537-406 (Microfiche); 05-537-405 (Paper)
	4691	MH AND MR CLIENT RECORDS - CORE DOCUMENTS	AC	30	AC+30	Vital Record. MICROFILM FROM FACILITIES. AC=LAST SERVICE DATE OR 21ST BIRTHDAY, WHICHEVER IS LATER. RETENTION PERIOD COMPLIES WITH SIMILAR RECORDS AT DEPT OF AGING AND DISABILITY SERVICES (DADS).	05-537-373; 05-537-379; 05-537-380; 05-537-384.
	4698	SCREENINGS/DENIALS/REFERRALS - CLOSED FACILITIES	AC	10	AC+10	AC=CLOSURE OF FACILITY	05-537-446
	5739	SHIFT CHANGE LOGS - MEDICAL STAFF - CLOSED FACILITIES	AC	3	AC+3	Vital Record. AC=CLOSURE OF FACILITY	05-537-456
1.1.002	4072	AUDITS - INTERNAL (INCLUDING WORKING PAPERS AND CORRESPONDENCE)	AC+6MO	6Y6MO	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 THAT AGENCY.	05-537-377; 05-537-374.
1.1.002	4073	AUDITS-INTERNAL-CLOSED FACILITIES	AC+6MO	6Y6MO	AC+7	AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THAT AGENCY.	05-537-386
1.1.006	4076	COMPLAINT RECORDS	AC	6	AC+6	COMPLAINTS BY THE PUBLIC ABOUT THE DSHS HOSPITAL SECTION. AC=FINAL DISPOSITION OF THE COMPLAINT.	
1.1.007	4078	CORRESPONDENCE - ADMINISTRATIVE	2	1	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	4079	CORRESPONDENCE - GENERAL	1		1	INCLUDES SOME E-MAIL	

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645 - HOSPITAL SERVICES SECTION							
1.1.010	4085	DIRECTIVES AND EXECUTIVE DIRECTIVES	US	1	US+1		(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)
1.1.013	4091	ITINERARY INFORMATION (DESK CALENDARS, APPOINTMENT BOOKS, OUTLOOK CALENDAR)	CE+1		CE+1	R	INCLUDES OUTLOOK CALENDAR. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.020	4096	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST FULFILLED.
1.1.021	4097	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST
1.1.024	4098	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.
1.1.038	4174	CUSTOMER SURVEYS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.040	4235	SPEECHES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	4129	TRAINING MATERIALS	US	1	US+1		(AGENCY INSTRUCTIONAL MATERIALS FOR TRAINING ENTITIES OR INDIVIDUALS SERVED OR REGULATED BY AGENCY.)
1.1.048	2334	LELSZ VS KAVANAUGH (LAWSUIT FILES)	AC	10	AC+10	R	Vital Record. AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT OF WANT OF PROSECUTION OR ON A MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. RETENTION PERIOD CITATION: TEXAS CONSTITUTION ART. 3, SEC 55.

RETENTION CODES (Field 7)				ARCHIVAL CODES (Field 8)	VITAL Record (Include in Field 9)
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645 - HOSPITAL SERVICES SECTION									
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	
1.1.048	2336	RAJ SETTLEMENT AGREEMENT 1981 - LITIGATION	AC	5	AC+5	R	Vital Record. AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT OF WANT OF PROSECUTION OR ON A MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. (MAY BE REMOVE FROM SCHEDULE SINCE THERE ARE NO STORED RECORDS AT STATE RECORDS CENTER)	05-537-414	
1.1.057	879	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.		
1.1.058	1926	MEETING AGENDA AND MINUTES	PM		PM	A	FOR LEGACY MHMR BOARD RECORDS; OFFICIAL ADMINSTRATIVE FOR CLOSED FACILITIES; SENIOR MANAGEMENT & SENIOR MANAGEMENT FOR CLOSED FACILITIES; CLINICAL MEDICAL RECORDS ADVISORY COMMITTEE.		
1.1.059	4075	CERTIFIED AGENDA OR TAPE RECORDINGS OF CLOSED MEETINGS (MHMR)	AC+1	1	AC+2		AC=DATE OF THE MEETING OR COMPLETION OF PENDING ACTION INVOLVING THE MEETING, WHICHEVER IS LATER.		
1.1.060	3961	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN	AC+90 DA		AC+90 DA		AUDIOTAPES; VIDEOTAPES. AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY.		
1.1.062	2071	MEETINGS-SUPPORTING DOCUMENTATION (MHMR BOARD)	2		2	A			
1.1.063	4092	MEETING MINUTES/NOTES - STAFF ADMINISTRATIVE	1		1				
1.1.065	4228	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV				
1.1.067	4149	REPORTS - ADMINISTRATIVE (NON-CLINICAL; NON-FISCAL) - CLOSED FACILITIES	AC	4	AC+4		AC=CLOSURE OF FACILITY	05-537-390	
1.1.069	4171	REPORTS - EMPLOYEE	1		1				

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APPROVED 11/2/2006

State of Texas
Records Retention Schedule

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645 - HOSPITAL SERVICES SECTION

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
1.1.070	2764	POLICIES AND PROCEDURES MANUALS - ADMINISTRATIVE	AC	3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	4234	RULES, POLICIES, & PROCEDURES- FINAL	US+6		US+6	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. COMPLIES WITH HIPAA REGULATIONS - 45 CFR 164.530 (j)(1)-(2)	
1.1.071	4448	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.006	4103	RECORDS TRANSMITTALS FORMS	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION, PERMANENT TRANSFER FROM STORAGE, OR TRANSFER TO STATE ARCHIVES BY THE AGENCY RECORDS ADMINISTRATOR.	
1.3.001	4069	AGENCY PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO THE EXECUTIVE AND STAFF OPERATONS (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY. AC=DISCONTINUANCE; US=UNTIL SUPERSEDED	
1.3.002	4102	PUBLICATION FILE	AV		AV	R	INCLUDES PHOTO NEGATIVES.	
2.1.009	4530	TECHNICAL DOCUMENTATION (SYSTEM AND FILE DOCUMENTATION)	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ.	
3.1	2274	PERSONNEL FILES - CLOSED FACILITIES	AC	CE+5	AC+CE+5		AC=CLOSURE OF FACILITY.	05-537-394

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Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	
645 - HOSPITAL SERVICES SECTION								
3.1	2276	PERSONNEL FILES - MHMR COMPONENTS, AUSTIN METROPLEX	AC	CE+5	AC+CE+5		AC=TERMINATION OF EMPLOYMENT	05-537-372
3.1	4128	TRAINING TEST PAPERS		AC+1MO	AC+1MO		AC=DATE OF TEST	
3.1	4686	EMPLOYEE VACCINATION RECORDS - CLOSED FACILITIES2		8	10		Vital Record. RETENTION PERIOD OF IMMUNIZATION RECORDS IS 10 YEARS.	05-537-409
3.1	6726	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	3952	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.014	364	EMPLOYMENT SELECTIONS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.018	2251	GRIEVANCE RECORDS	AC	CE+5	AC+CE+5		Vital Record. AC=GRIEVANCE RESOLVED OR DROPPED. MAY CONTAIN CONFIDENTIAL INFORMATION.	05-537-445
3.1.018	2253	GRIEVANCE RECORDS - CLOSED FACILITIES	AC	CE+5	AC+CE+5		Vital Record. AC=CLOSURE OF FACILITY. MAY CONTAIN CONFIDENTIAL INFORMATION.	05-537-393
3.1.019	2263	PERFORMANCE APPRAISALS	2		2		MAY CONTAIN CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.020	2268	PERSONNEL CORRECTIVE ACTION	AC	5	AC+5		AC=TERMINATION OF CORRECTIVE ACTION.	

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6. Records Series Title			Agency	Storage	Total		
645 - HOSPITAL SERVICES SECTION							
3.1.021	2270	PERSONNEL DISCIPLINARY ACTION	AC	5	AC+5	Vital Record. AC=TERMINATION OF EMPLOYMENT	
3.1.022	2282	POSITION ACTION REQUEST (BA-93)	2		2	AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.	
3.1.023	2287	POSITION/JOB DESCRIPTIONS	AC+4		AC+4	Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.024	2289	PHYSICAL EXAMINATION / MEDICAL REPORTS	AC+2		AC+2	AC=UNTIL SUPERCEDED OR TERMINATION OF EMPLOYMENT.	
3.1.026	2294	SECURITY CLEARANCES - EMPLOYEE AGREEMENTS	AC		AC	AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED.	
3.1.027	4125	TRAINING RECORDS - INDIVIDUAL EMPLOYEE	AC+6		AC+6	AC=TERMINATION OF EMPLOYMENT. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))	
3.1.034	211	RESUMES - UNSOLICITED	AV		AV		
3.1.036	3536	APPRENTICESHIP / INTERNSHIP RECORDS	1	4	5		
3.2.002	194	EMPLOYEE EARNING RECORDS	1	3	4	RECORDS RETAINED IN FISCAL FOR DSHS.	05-537-425
3.3.011	2249	FORMER EMPLOYEE VERIFICATION RECORDS - CLOSED FACILITIES (MHMR) (NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS, AND PUBLIC ACCESS OPTION FORM)	AC	75	AC+75	Vital Record. AC=CLOSURE OF FACILITY	05-537-442
3.3.020	2315	WORK SCHEDULES / ASSIGNMENTS	1		1		
3.3.023	2293	REQUESTS AND AUTHORIZATIONS TO ENGAGE IN REIMBURSABLE ACTIVITIES (TUITION ASSISTANCE)	FE	3	FE+3		

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3.3.023	4239	TRAVEL AUTHORIZATION REQUESTS (AND OTHER REIMBURSABLE ACTIVITIES SUCH AS PARTICIPATION IN EDUCATION PROGRAMS, WORKSHOPS, COLLEGE COURSES)	FE	3	FE+3	TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.3.028	3508	APTITUDES AND SKILLS TESTS AND TEST PAPERS - HIRED	AC	5	AC+5	AC=TERMINATION OF EMPLOYEE.	
3.3.030	4127	TRAINING ROSTERS - CLOSED FACILITIES	AC	5	AC+5	AC=CLOSURE OF FACILITY.	05-537-450
3.3.030	4130	TRAINING ADMINISTRATION RECORDS	US+2		US+2	(MATERIALS AND RECORDS FOR IN-HOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.)	
3.4	4139	TIMEKEEPING DOCUMENTS - CLOSED FACILITIES	AC	4	AC+4	AC=CLOSURE OF FACILITY.	05-537-448
3.4.006	4137	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	4138	TIME OFF AND/OR SICK LEAVE REQUEST	FE	3	FE+3	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.1.002	1715	BILLING AND PAYMENT DETAIL - INCLUDES MEDICAID	FE	7	FE+7	(BY REGULATION - 1 TAC 354.1004)	05-537-444
4.1.002	2798	BILLING AND PAYMENT DETAIL - MEDICAID - CLOSED FACILITIES	FE	7	FE+7		05-537-469
4.1.002	5798	BILLING AND PAYMENT DETAIL - MEDICARE (MHMR LEGACY AGENCY)	FE	7	FE+7	BY REGULATION - MEDICARE HOSPITAL MANUAL, HIM-10, SEC. 413 (B) [REV. NO. 572].	
4.1.007	3598	TRANSFERS OR BUDGET REVISIONS	FE+3		FE+3		
4.2.001	1719	CASH DEPOSIT VOUCHER	FE	3	FE+3		05-537-427
4.2.002	2481	CASH RECEIPTS - CLOSED FACILITIES (MHMR)	FE	3	FE+3		05-537-479

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4.2.005	3532	PURCHASE VOUCHERS	FE	3	FE+3					
4.2.007	1968	EXPENDITURE VOUCHERS (TRAVEL, PAYROLL, ETC.)	FE+3		FE+3			TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.		
4.3.002	4020	RECEIPTS, JOURNALS OR REGISTERS	FE+3		FE+3					
4.3.003	2819	EXPENDITURES JOURNAL OR REGISTERS	FE+1	2	FE+3					
4.4	3197	GENERAL LEDGERS ADMINISTRATIVE (MHMR)	FE	3	FE+3				05-537-459	
4.4.002	5538	ACCOUNTS RECEIVABLE LEDGERS	FE+3		FE+3*			Vital Record.		
4.5.005	3313	EXTERNAL FISCAL REPORTS	FE	3	FE+3					
4.5.005	3414	EXTERNAL FISCAL REPORT (DEPT OF HUMAN SERVICES / DADS / HHSC)	FE	7	FE+7			BY REGULATION - MEDICARE HOSPITAL MANUAL, HIM-10, SEC. 413 (B) [REV. NO. 572].		
4.5.006	5584	ANNUAL OPERATING BUDGET - CLOSED FACILITIES (MHMR LEGACY AGENCY)	AC+FE	3	AC+FE+3			AC=CLOSURE OF FACILITY.	05-537-438	
4.6.002	4019	RECONCILIATIONS	FE+1	2	FE+3					
4.7	2347	REIMBURSEMENT RECORDS - FINANCIAL FILES - CLOSED FACILITIES	AC+6MO	6Y6MO	AC+7			Vital Record. AC=CLOSURE OF FACILITY.	05-537-417	
4.7	2349	REIMBURSEMENT RECORDS - MCB FILES	1	6	7				05-537-415	
4.7	2350	REIMBURSEMENT RECORDS - MCB FILES - CLOSED FACILITIES	1	6	7			Vital Record.	05-537-472	
4.7	2352	REIMBURSEMENT RECORDS - CLOSED COLLECTION FILES	1	9	10			Vital Record.	05-537-412	

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645 - HOSPITAL SERVICES SECTION							
4.7	2354	REIMBURSEMENT - MEDICARE RECORDS AND MSP	AC+7		AC+7		Vital Record. BENEFIT/ELIGIBILITY INQUIRIES; CONSENT / ASSIGNMENT OF BENEFITS; SERVICE RECORDS; CLAIMS FILED; CORRESPONDENCE; REMITTANCE ADVICE REPORTS; PAYMENTS; COST REPORT; DOCUMENTATION.
4.7	2356	REIMBURSEMENT - MEDICAID RECORDS	AC+7		AC+7		Vital Record. BENEFIT/ELIGIBILITY INQUIRIES; CONSENT / ASSIGNMENT OF BENEFITS; SERVICE RECORDS; CLAIMS FILED; CORRESPONDENCE; MEDICAID APPLICATIONS; REMITTANCE & STATUS REPORTS; PAYMENTS; COST REPORT; DOCUMENTATION.
4.7	2359	COMMERCIAL RECORDS	AC+7		AC+7		Vital Record. ONE-TIME AGREEMENTS; BENEFIT/ELIGIBILITY INQUIRIES; CONSENT / ASSIGNMENT OF BENEFITS; AUTHORIZATION NOTICES; CLAIMS FILED; CORRESPONDENCE; EXPLANATION OF BENEFITS; PAYMENTS.
4.7	2365	MONTHLY CLOSING REPORTS	FE+7		FE+7		Vital Record.
4.7	2366	YEARLY CLOSING REPORTS	FE+7		FE+7		Vital Record.
4.7	2367	LEGAL REFERRED FILES	FE+7		FE+7		Vital Record.
4.7	2368	NEWSLETTERS AND BULLETINS	2		2		Vital Record.
4.7	2369	NHIC POLICY/PROCEDURE MANUAL	1		1		
4.7	2370	DHS/HHSC MEDICAID ELIGIBILITY MANUAL	US		US		
4.7	2371	MH REIMBURSEMENT POLICY / PROCEDURE MANUAL	US		US		Vital Record.
4.7.003	3597	RETURNED CHECK / WARRANT / DRAFTS / UNCOLLECTED	AC+3		AC+3		AC=AFTER DEEMED UNCOLLECTABLE
4.7.005	144	MASTER CASE FILE (CLAIM FILES)	AC+FE	7	AC+FE+7		Vital Record. AC=RESOLUTION OF CLAIM. BY REGULATION - MEDICARE HOSPITAL MANUAL, HIM-10, SEC. 413 (B) [REV. NO. 572].

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645 - HOSPITAL SERVICES SECTION							
4.7.005	5544	CLAIMS FILES - GENERAL AND USED IN LITIGATION	AC	3	AC+3		Vital Record. AC=RESOLUTION OF CLAIM. DO NOT DESTROY ANY RECORDS DURING LITIGATION.
4.7.005	5547	CLAIMS FILES - USED IN LITIGATION	AC	10	AC+10		Vital Record. AC=RESOLUTION OF LAWSUITS, CLAIMS, AND AUDIT REQUIREMENTS. RETENTION PERIOD CITATION: TEXAS CONSTITUTION ART. 3, SEC 55
4.7.005	5548	CLAIMS FILES - PERTAINING TO FEDERAL FUNDING	AC	7	AC+7		AC=RESOLUTION OF CLAIMS AND AUDIT REQUIREMENTS. (BY REGULATION - MEDICARE HOSPITAL MANUAL, HIM-10, SEC. 413 (B) [REV. NO. 572].
4.7.008	3411	FEDERAL GRANT RECORDS	AC+1	2	AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINSTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE)
4.7.010	177	LONG-TERM LIABILITY RECORDS	AC+3		AC+3		Vital Record. AC=RETIREMENT OF DEBT
5.1.001	2317	CONTRACTS - GENERAL (from MHMR prior to closing date of 9/1/04)	AC	4	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. 05-537-419
5.1.004	3367	MAILING LISTS	US		US		INCLUDES OUTLOOK DISTRIBUTION LISTS
5.1.007	1797	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV		(RECORDS KEPT FOR 2 MONTHS.)
5.1.010	4934	LICENSES AND PERMITS FOR NON-VEHICLES	AC+2		AC+2		Vital Record. AC=DATE OF ISSUANCE
5.1.011	2907	PHOTOCOPIER/FAX USE LOGS AND REPORTS	AV		AV		
5.1.013	4907	INSURANCE POLICIES (VEHICLES, EQUIPMENT, ETC - NOT PERSONNEL)	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS
5.1.015	4083	CORRESPONDENCE - LOGBOOKS	1		1		

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5.1.016	4123	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.				
5.2	4582	CONSTRUCTION DRAWINGS - PRIVATE HOSPITALS	AC	5	AC+5		AC=COMPLETION OF THE PROJECT.			05-537-369	
5.2	4589	CONSTRUCTION FILES - PRIVATE HOSPITALS	AC	5	AC+5		AC=COMPLETION OF PROJECT			05-537-370	
5.2.001	4580	APPRAISALS - BUILDING OR PROPERTY (MHMR)	AV		AV	R	Vital Record.				
5.2.002	4529	BUILDING CONSTRUCTION PROJECT FILES	AC	10	AC+10	R	Vital Record. AC=COMPLETION OF PROJECT				
5.2.002	4592	CONSTRUCTION FILES - MHMR FACILITIES	LA	20	LA+20	R	Vital Record. FACILITY OWNED AND/OR MANAGED BY MHMR LEGACY AGENCY.			05-537-375 (ROLLED); 06-537-524 (RC BOXES)	
5.2.003	4590	CONSTRUCTION DRAWINGS - MHMR FACILITIES	LA	20	LA		Vital Record. FACILITY OWNED AND/OR MAINTAINED BY MHMR LEGACY AGENCY.			05-537-376	
5.2.003	4594	BUILDING PLANS AND SPECIFICATIONS - STATE OWNED (INCLUDES ADA DOCUMENTATION)	LA	10	LA+10	R	Vital Record. STATE OWNED BUILDINGS - CONTENTS REVIEWED EVERY 10 YEARS.				
5.2.008	4637	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICES AGREEMENTS	LA+3		LA+3						
5.2.010	4870	EQUIPMENT MANUALS	LA		LA						
5.2.011	4871	EQUIPMENT WARRANTIES	AC+1		AC+1		AC=DATE OF WARRANTY EXPIRATION				
5.2.012	4877	ESTIMATE FILES (SUPPLY AND REPAIR COST ESTIMATES)	1		1						
5.2.018	5096	QUALITY CONTROL REPORTS	2		2						
5.2.020	5109	SUPPLY USAGE RECORDS	FE+1		FE+1						

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Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.		
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5.2.028	4967	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS	LA	10	LA+10		R	Vital Record.		
5.4	5216	VEHICLE ACCIDENT REPORTS - ST-3 - CLOSED FACILITIES	CE	5	CE+5				05-537-468	
5.4	5330	ASBESTOS FILES - CLOSED FACILITIES (MHMR LEGACY AGENCY)	AC	CE+30	AC+CE+30			AC=CLOSURE OF FACILITY.		
5.4.001	2372	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION (WORKERS COMPENSATION FILES - OCCUPATIONAL INJURY - NO COST FILES) (INCLUDES INJURY FREQUENCY REPORTS)	CE	5	CE+5			Vital Record. ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.	05-537-398	
5.4.001	2373	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION (WORKERS COMPENSATION FILE - OCCUPATIONAL DISEASES - NO COST AND CLAIMS FILES)	CE	20	CE+20			ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.		
5.4.001	2374	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION (WORKERS COMPENSATION FILE - OCCUPATIONAL INJURY - CLAIM FILE)	CE	20	CE+20			ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.		
5.4.002	2375	EVACUATION PLANS	US		US					
5.4.007	2380	HAZARDOUS MATERIAL TRAINING RECORDS	5		5					
5.4.008	2424	HAZARD EDUCATION AND TRAINING PROGRAM	US+5		US+5			Vital Record.		

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5.4.009	2427	WORKPLACE CHEMICAL LISTS - CLOSED FACILITIES	AC	30	AC+30		AC=CLOSURE OF FACILITY.	05-537-402
5.4.012	4578	SECURITY ACCESS RECORDS - AUTOMATION	AC+2		AC+2		Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER IS SOONER.	
5.6.009	5085	PARKING PERMITS OR ASSIGNMENT	US		US			

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