

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

___ ORIGINAL SUBMISSION
 X RECERTIFICATION
 ___ REPLACEMENT PAGE
 ___ ADDENDUM PAGE

4. Records Series		5. Agency Item #		6. Records Series Title			7. RETENTION PERIOD			9. Remarks		10. 106 No.
Series Item #	Item #	Item #	Item #	Agency	Storage	Total	8. Archival					
104 - HUMAN RESOURCES, HHS												
3.1	2928			EMPLOYEE FILES (PERSONNEL ACTION APPLICATIONS, CHECKOUT SHEETS, VERIFICATION OF STATE SERVICE)	AC+2	3	AC+5		AC=TERMINATION OF EMPLOYMENT. CONTAINS CONFIDENTIAL DATA.		05-537-334; (TCADA)-05-537-495	
3.1.014	2508			EMPLOYMENT POSTING/SELECTION RECORDS	6 MO		1YR6MO 2		Vital Record. ORIGINAL COPY OF HIRED APPLICATION IS FILED IN APPLICANT'S PERSONNEL FILE. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.		05-537-497	
3.1.019	5866			PERFORMANCE APPRAISALS	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.			
3.1.023	2896			POSITION DESCRIPTION FORMS (AP-71) FOR ALL POSITIONS THAT HAVE BEEN POSTED	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED			
3.1.024	5867			PHYSICAL EXAMINATION/MEDICAL REPORTS	AC+2		AC+2		AC=UNTIL SUPERCEDED OR TERMINATION OF EMPLOYMENT.			
3.1.026	5868			CRIMINAL HISTORY CHECK	AC		AC		AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.			
3.1.027	5749			TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	AC+6		AC+6		AC=TERMINATION OF EMPLOYMENT//REGISTRAR RECORDS. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))			
3.1.038	3712			PUBLIC ACCESS OPTION FORM (AUTHORIZATION TO RELEASE INFORMATION RELATED TO EMPLOYMENT WITH TDH/DSHS)	US		US		Vital Record.			
3.2	1287			PAYROLL FILES (VOUCHERS; EMPLOYEE EARNING RECORDS; & SUPPORTING DOCUMENTS) (TCADA)	FE+1	3	FE+4		Vital Record.		05-537-493	
3.2.007	2524			UNEMPLOYMENT COMPENSATION RECORDS	AC	5	AC+5		AC=TERMINATION OF EMPLOYEE.			

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Valuable	CE - Calendar Year End	FE - Fiscal Year End	LA - Life of Asset	MO - Months	PM - Permanent	US - Until Superseded	A - Transfer to State	R - Review by State

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

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ORIGINAL SUBMISSION

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4. Records

7. RETENTION PERIOD

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104 - HUMAN RESOURCES, HHS

3.2.009	5869	STATE DEFERRED COMPENSATION RECORDS	AC+5		AC+5		Vital Record. AC=ALL ACCOUNTS WITH A VENDOR(S) FOR INDIVIDUAL PARTICIPANTS HAVE BEEN CLOSED.	
3.3.011	3315	FORMER EMPLOYEE VERIFICATION RCORDS (EMPLOYEE HISTORY FILES) (NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS, AND PUBLIC ACCESS OPTION FORM)	AC	75	AC+75		INCLUDES MICROFILM. AC=TERMINATION OF EMPLOYMENT	05-537-118
3.3.015	2808	JOB POSITION/CLASSIFICATION REVIEW FILE	US	3	US+3			05-537-517
3.3.024	5870	PERSONNEL POLICIES AND PROCEDURES	US+3		US+3			
3.3.027	5872	APTITUDE AND SKILLS TEST	US+2		US+2			
3.3.028	5873	APTITUDE AND SKILLS TEST (TEST PAPERS)	2		2			
3.3.029	5874	APTITUDE AND SKILLS TEST (VALIDATION RECORDS)	LA+2		LA+2		LA=AS LONG AS THE TEST IS USED BY AN AGENCY.	
3.4	2627	EMPLOYEE LEAVE FILE	1	3	4			05-537-496; 05-537-504
3.4.001	5871	ACCUMULATED LEAVE ADJUSTMENT REQUESTS RECORDS	FE+3		FE+3			

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ARCHIVAL CODES (Field 8)

A - Transfer to State
R - Review by State

VITAL Record (Include in Field 9)