

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

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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.
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504 - INFECTIOUS DISEASE CONTROL UNIT - TUBERCULOSIS ELIMINATION

	3181	COMMUNICABLE DISEASE SURVEILLANCE FORMS	AC		AC		TUBERCULOSIS. AC=21ST BIRTHDAY OR 7 YRS PAST LAST DATE ENCOUNTER OCCURED, WHICHEVER OCCURS LATER.	
	4464	LOAN DOCUMENTS (PERMANENT TRANSFER)- EQUIPMENT TO MEXICO	AV		AV		SPECIFIED IN POLICY (OS-3205, LOAN OF TDH/DSHS EQUIPMENT TO MEXICO)	
	4749	HANSEN'S DISEASE PATIENT FILES	PM		PM		ALL HANSEN'S DISEASE PATIENT FILES HAVE RESEARCH SIGNIFICANCE AND HAVE PERMANENT RETENTION.	
	4838	TB DRUG RESISTANT CASE FILES	AC		AC			
	4849	MEDICAID REIMBURSEMENT	5		5			
1.1	549	TUBERCULOSIS CASE REGISTRY RECORDS	CE+3	2	CE+5			
1.1	785	REFERENCE FILES	AV		AV			
1.1	4543	ALIEN A & B WAIVERS	1		1		SENT TO PUBLIC HEALTH REGIONS FOR PROCESSING	
1.1.006	4327	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	4545	CORRESPONDENCE, ADMINISTRATIVE	3		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	4546	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.008	4862	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.010	4547	DIRECTIVES	US+1		US+1		Vital Record. (INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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1.1.019	4549	NEWS/PRESS RELEASES	2		2	R		
1.1.020	4354	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.024	4355	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.027	4550	PROPOSED LEGISLATION	AV		AV			
1.1.057	1271	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.063	4548	MEETING MINUTES/NOTES	1		1			
1.1.065	4556	REPORTS, STUDIES, AND SURVEYS -RAW DATA	AV		AV		Vital Record. DATA ASSEMBLED TO PRODUCE ANNUAL REPORT	
1.1.066	4384	TUBERCULOSIS ANNUAL REPORT	PM		PM	A	REPORT NEEDED PERMANENTLY TO ADDRESS RESPONSES TO QUESTIONS FROM THE PUBLIC, LOCAL HEALTH DEPARTMENTS, UNIVERSITIES, OR OTHERS DOING RESEARCH ON TUBERCULOSIS.	
1.1.067	4551	REPORTS & STUDIES (NON-FISCAL)	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.	
1.1.070	2971	TB MANUAL- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	4388	RULES AND REGULATIONS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	5268	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	

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1.2.004	2987	TB FORMS INVENTORY	US		US			
1.2.005	1265	RECORDS RETENTION SCHEDULE	US		US			
1.2.012	4390	RECORDS INVENTORY WORKSHEETS	US		US			
2.1.002	4393	TUBERCULOSIS CASE REGISTRY/TB WAIVERS	50		50	R	Vital Record. TB SURVEILLANCE SOFTWARE SUBSET OF DATA INPUT INTO TB CASE REGISTRY AT DEPARTMENT OF AGING AND DISABILITY SERVICES (DADS), WINTERS BUILDING; RETENTION BASED ON NEEDS FOR CASE MANAGEMENT-HISTORICAL INFORMATION ON PATIENT.	
3.1	6708	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. BEGINNING 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	4485	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.014	4559	EMPLOYMENT SELECTIONS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.019	4581	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	1264	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	

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3.1.023	4561	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.3.023	4389	TRAVEL RECORDS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.4.002	4564	LEAVE STATUS REPORTS	FE+3		FE+3		Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.004	5013	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.006	4565	TIME SHEETS	4		4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.
3.4.007	4566	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
4.1	4602	HANSEN'S DISEASE PROGRAM ACCT. FILES	FE+3		FE+3		Vital Record.
4.7.008	4739	FEDERAL GRANT INFORMATION	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).
5.1.004	4340	EMPLOYEE ADDRESS & PHONE LIST	US		US		
5.1.016	3117	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.
5.3	2535	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4		

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