

**APPROVED 11/2/2006**

State of Texas  
Records Retention Schedule

Page 1 11/8/2006

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.

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
507 - INFECTIOUS DISEASE CONTROL UNIT								
1.1	865	REFERENCE FILES		AV	AV			
1.1	1917	EVALUATION OF PRE-NATAL SCREENING		5	5			
1.1.007	4808	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	4809	CORRESPONDENCE. GENERAL		1	1		INCLUDES SOME E-MAIL	
1.1.010	5559	DIRECTIVES		US+1	US+1		(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	
1.1.020	5560	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED		AC+1	AC+1		AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.021	5561	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)		AC+2	AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.027	4814	PROPOSED LEGISLATION - DRAFTS OR PROPOSED LEGISLATIVE BILLS & RELATED CORRESPONDENCE		AV	AV			
1.1.057	5571	TRANSITORY INFORMATION		AC	AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.067	4815	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.	
3.1	5562	NETWORK/MAINFRAME SECURITY MEMOS		AC+3	AC+3			
3.1	5563	DUAL EMPLOYMENT FILES		AC+5	AC+5			

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US - Until Superseded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

Automated Facsimile of SLR-105

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

ORIGINAL SUBMISSION  
 RECERTIFICATION  
 REPLACEMENT PAGE  
 ADDENDUM PAGE  
 10. 106 No.

4. Records Series Item #		5. Agency Item #		6. Records Series Title		7. RETENTION PERIOD			9. Remarks	
Series Item #	Item #	Agency	Storage	Total	8. Archival					
507 - INFECTIOUS DISEASE CONTROL UNIT										
3.1	6711	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	380	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	2		2			MAY CONTAIN CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.014	4818	EMPLOYMENT SELECTION - INTERVIEW NOTES & DOCUMENTATION OF SELECTION PROCESS	2		2			Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.018	489	GRIEVANCE RECORDS	AC+2		AC+2			Vital Record. MAY CONTAIN CONFIDENTIAL INFORMATION / AC=FINAL DECISION ON GRIEVANCE		
3.1.019	345	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	665	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5			MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION		
3.1.022	5564	PERSONNEL INFORMATION AND ACTION FORMS	2		2			CONVENIENCE COPY. AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.		
3.1.023	5565	POSITION JOB DESCRIPTIONS	AC+4		AC+4			Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.		
3.2	4821	PAYROLL & SAVINGS BOND AFFIDAVITS	AC+3		AC+3			Vital Record.		

RETENTION CODES (Field 7)

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

ARCHIVAL CODES (Field 8)

A - Transfer to State  
 R - Review by State

VITAL Record (Include in Field 9)

**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.
---------------	------------------	-------------------------	--------	---------	-------	-------------	------------	-------------

507 - INFECTIOUS DISEASE CONTROL UNIT

3.3	297	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS	
3.3.023	3259	REQUESTS AND AUTHORIZATIONS FOR REIMBURSABLE ACTIVITIES, TRAVEL, TUITION ASSISTANCE, ETC.	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.3.023	5566	TUITION ASSISTANCE REQUESTS	FE+3		FE+3			
3.4.004	615	OVERTIME AUTHORIZATIONS	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	4822	TIME & ATTENDANCE RECORDS	4		4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
4.1.004	5567	ENCUMBRANCE DETAIL	FE+3		FE+3			
4.2.005	6147	PURCHASE VOUCHERS	FE+3		FE+3		REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS, BEST VALUE DETERMINATIONS, ETC	
4.3.003	4671	EXPENDITURE JOURNALS OR REGISTERS	FE+3		FE+3			
4.4.001	5568	GENERAL LEDGER	FE+3		FE+3		Vital Record.	
4.5.006	494	OPERATING BUDGET	FE+3		FE+3		Vital Record.	
4.6.001	576	MONTHLY BALANCING RECORDS	FE+3		FE+3			
4.7.008	5569	FEDERAL GRANT INFORMATION ON FILE	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).	
5.1.007	4830	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV			

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

Page 4 11/8/2006

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.

507 - INFECTIOUS DISEASE CONTROL UNIT

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
5.1.016	3814	TELEPHONE MESSAGE NOTIFICATIONS			1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.
5.3	5458	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION			FE+4		
5.3.008	575	PURCHASING LOGS			FE+3		

RETENTION CODES (Field 7)

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

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State  
R - Review by State