

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION

RECERTIFICATION

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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.
813 - INFECTIOUS DISEASE SURVEILLANCE AND EPIDEMIOLOGY BRANCH								
	6214	COMMUNICABLE DISEASE SURVEILLANCE FORMS	AC		AC		INCLUDES HEPATITIS A & C, ROCKY MOUNTAIN SPOTTED FEVER, LYME DISEASE. AC=21ST BIRTHDAY OR 7 YRS PAST LAST DATE ENCOUNTER OCCURED, WHICHEVER OCCURS LATER.	
	6791	CONTAMINATED SHARPS INJURY DATABASE	AV		AV		DATA ENTERED IN SHARPS INJURY DATABASE AND INFORMATION VERIFIED BY INFECTIOUS DISEASE STAFF. DATA ASSEMBLED TO PRODUCE ANNUAL REPORT.	
1.1	937	REFERENCE FILES	AV		AV			
1.1	1956	VACCINE PREVENTABLE DISEASES CASE FILES	2	19	21		Vital Record. INCLUDES DISEASE SURVEILLANCE FORMS FOR MEASLES, MUMPS, RUBELLA, CONGENITAL RUBELLA SYNDROME, TETANUS, PERTUSSIS, HEPATITIS B, DIPHTHERIA, POLIO, VARICELLA, HIB TYPE B	07-537-536
1.1	4225	PROJECT LOG BOOKS	AC+3		AC+3			
1.1	6518	COMMUNICABLE DISEASE SURVEILLANCE - DATABASE	AV		AV			
1.1	6519	MONTHLY WORKLOAD ACTIVITY REPORTS	AV		AV		REPORTS SHOW MONTHLY COMMUNICABLE DISEASE OUTBREAK INVESTIGATIONS.	
1.1.006	1721	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.008	5751	GENERAL CORRESPONDENCE	1		1		INCLUDES SOME E-MAIL	
1.1.020	6520	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST FULFILLED.	
1.1.021	6521	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.	
1.1.023	4221	ORGANIZATION CHARTS	US		US	A		

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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**APPROVED 3/19/2007**

State of Texas  
Records Retention Schedule

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6. Records Series Title

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10. 106 No.

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813 - INFECTIOUS DISEASE SURVEILLANCE AND EPIDEMIOLOGY BRANCH								
1.1.024	1949	PROGRAM PLANNING RECORDS (PROGRAM REVIEWS, TETANUS SURVEILLANCE CASES INFANT DEATHS DUE TO TETANUS, & DIPHTHERIA PROGRAM REPORTS)	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.040	1921	EPIDEMIOLOGY & DISEASE REPORTS	AC		AC	R	REPORTS DELIVERED TO CONFERENCES & MEETINGS; AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.040	6522	SPEECHES, PAPERS, AND PRESENTATIONS	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION	
1.1.057	1978	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.063	5752	MEETING MINUTES/NOTES-STAFF	1		1			
1.1.064	952	PERFORMANCE MEASURES SUPPORTING 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	1943	TEXAS MORBIDITY DISEASE REPORT (INCLUDING MORBIDITY STUDIES)	AV		AV	R		
1.1.065	6523	REPORTS, STUDIES, AND SURVEYS (NON-FISCAL) - RAW DATA	AV		AV		DATA ASSEMBLED TO PRODUCE ANNUAL REPORT.	
1.1.067	1963	ADMINISTRATIVE REPORTS (HEPATITIS B PREVENTION PROGRAM)	AC		AC	R	REPORT IS MAINTAINED TO STUDY THE LIFE CYCLE OF VIRUS; RECORDS MUST BE MAINTAINED UNTIL PATIENT REACHES 21 YEARS OF AGE OR FOR 10 YEARS, WHICH EVER IS LONGER. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	

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1.1.067	4223	REPORTS & STUDIES (NON-FISCAL)	3		3	R	Vital Record. 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	4222	POLICIES AND PROCEDURES MANUALS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	5724	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.3.001	6524	PUBLICATIONS / NEWSLETTERS, BRANCH GENERATED	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 EXECUTIVE AND STAFF OPERATIONS (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
3.1	6737	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	4227	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2		29CFR 1602.31(a) CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	1979	EMPLOYMENT SELECTION NOTES	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.

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3.1.019	1980	PERFORMANCE 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	1982	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.022	1984	POSITION ACTION REQUESTS	2		2	CONVENIENCE COPY. AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.
3.1.023	4229	POSITION/JOB DESCRIPTIONS	AC+4		AC+4	Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.2	3972	PAYROLL WARRANT LISTINGS	1		1	
3.3	6525	PERSONNEL INFORMATION (INCLUDING MANPOWER REPORTS)	US+3		US+3	
3.3.026	4230	EMPLOYEE LISTINGS	US+3		US+3	
3.4.001	4231	ACCUMULATED LEAVE ADJUSTMENT REQUESTS	FE+3		FE+3	
3.4.004	4220	OVERTIME AUTHORIZATIONS	2		2	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.006	5747	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	4219	DAILY ABSENCE REPORTS AND LEAVE SLIPS	FE+3		FE+3	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
4.2.005	6526	PURCHASE VOUCHERS	FE+3		FE+3	

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4.3.003	1983	EXPENDITURE JOURNALS OR REGISTERS	FE+3		FE+3			
4.7.008	6527	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	6528	EMPLOYEE ADDRESS & PHONE LIST	US		US			
5.1.007	6529	REQUISITIONS FOR IN-AGENCY / INTER-AGENCY COPY / PRINTING SERVICE	AV		AV			
5.1.016	1455	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.3.008	5750	PURCHASING LOGS	FE+3		FE+3			

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