

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

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

10. 106 No.

103 - INTERNAL AUDIT

Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
1.1.002	115	AUDITS - INTERNAL	AC+2	5	AC+7		Vital Record. 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 THE AGENCY.	05-537-209
1.1.007	38	CORRESPONDENCE, ADMINISTRATIVE	3		3	R	Vital Record. POLICIES AND PROCEDURES. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	117	CORRESPONDENCE-GENERAL	1		1		PROJECTS; INCLUDES SOME E-MAIL.	
1.1.010	118	DIRECTIVES	US+1		US+1		DIVISIONAL DIRECTIVES, AUDIT PROCEDURES	
1.1.013	5489	ITINERARY INFORMATION	CE+1		CE+1	R	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	792	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	786	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.057	1300	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.063	119	MEETING MINUTES/NOTES - STAFF	1		1			
1.2.010	706	RECORDS DISPOSITION LOG	10		10		CONVENIENCE COPY. SENT TO RECORDS MANAGEMENT OFFICER WHEN RECORDS ARE DESTROYED.	

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
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Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
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103 - INTERNAL AUDIT

3.1	6679	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	1298	APPLICATION FOR EMPLOYMENT - NOT HIRED	1	1	2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	05-537-319
3.1.014	1299	EMPLOYMENT SELECTION NOTES	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.019	1302	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	1301	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.2	1464	PAYROLL WARRANT LISTINGS	1		1			
3.3	130	TRAINING SUPPORT DOCUMENTATION	AC+1	4	AC+5		Vital Record. AC=COMPLETION OF CLASS.	05-537-261
3.4.004	4968	OVERTIME AUTHORIZATION	1	1	2		COMP TIME SLIPS; BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	05-537-321
3.4.006	545	TIME CARDS AND TIME SHEETS	4		4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	

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3.4.007	131	TIME OFF/SICK LEAVE REQUESTS	FE+1	2	FE+3	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR. 05-537-256
4.3.003	707	EXPENDITURE REGISTER	FE+3		FE+3	
5.1.016	4086	TELEPHONE MESSAGE NOTIFICATIONS	1		1	INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.
5.3	5300	PROCUREMENT CARD PURCHASES - SUPPORTING DOCUMENTATION	FE+1	3	FE+4	05-537-320
5.5.001	374	TELECOMMUNICATIONS BILLING DETAIL (OTHER TAN TEX-AN)	FE+3		FE+3	MAY CONTAIN CONFIDENTIAL INFORMATION.
5.5.006	1034	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN)	FE+3		FE+3	MAY CONTAIN CONFIDENTIAL INFORMATION

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