

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.
---------------	------------------	-------------------------	--------	---------	-------	-------------	------------	-------------

860 - LABORATORY SERVICES SECTION - WOMEN'S HEALTH LABS AT TCID

1579		SPECIMEN LOGSHEET AND WORKSHEETS	2		2		Vital Record. INCLUDES "POSITIVE DNA" AND "POSITIVE/HGSIL PAP SMEAR" WORKSHEET/LOG	
1698		STAINED SLIDES-NEGATIVE AND UNSAT (GYN AND NON-GYN)	5		5		RETENTION IS A CAP AND CLIA REQUIREMENT	
3061		PROFICIENCY TEST	2		2		RETENTION IS A CAP AND CLIA REQUIREMENT	
3065		REQUISITION FORMS	2		2		Vital Record.	
3068		REQUISITION FORMS FOR BLOOD BANK	10		10		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT	
3069		PATIENT RESULTS FOR BLOOD BANK	10		10		Vital Record. RECORD COPY SENT TO DSHS CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT	
3070		PATIENT RESULTS FOR CYTOLOGY	10		10		Vital Record. RECORD COPY SENT TO DSHS CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT.	
3071		PATIENT RESULTS	2		2		Vital Record. RECORD COPY SENT TO DSHS CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT.	
3072		WORKSHEET/LOG SHEET FOR BLOOD BANK	10		10		RETENTION IS A CAP AND CLIA REQUIREMENT.	
3074		QUALITY CONTROL RECORDS FOR BLOOD BANK	5		5		Vital Record.	
3075		TRANSFUSION REACTION FORMS / UNEXPECTED ANTIBODIES	PM		PM		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT	
3076		SPECIMEN LOGBOOK - BLOOD BANK	10		10		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT	
3077		TRANFUSION/BLOOD UTILIZATION REPORTS	PM		PM			

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US - Until Superseded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

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 #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

10. 106 No.

860 - LABORATORY SERVICES SECTION - WOMEN'S HEALTH LABS AT TCID

Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
3079		STAINED SLIDES - HEMATOLOGY AND MICROBIOLOGY	7	DA	7	DA	SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT
3080		STAINED SLIDES - GYN	5		5		SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT
3081		STAINED SLIDES - CYTOLOGY (ALL NON-GYN)/PATHOLOGY (ALL SLIDES)	5		5		SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT
3085		HPLC DRUG PERFORMANCE COMPOSITION	2		2		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT
3087		PATHOLOGY BLOCKS - SURGICAL/AUTOPSY/CELL BLOCKS	10		10		Vital Record. BLOCK; RETENTION IS A CAP AND CLIA REQUIREMENT
3089		BONE MARROW SMEARS	10		10		SMEARS/SLIDES; RETENTION IS A CAP AND CLIA REQUIREMENT
3098		BIOLOGICAL HOOD CERTIFICATION	2		2		
3101		PATIENT RESULTS - SURGICAL	10		10		Vital Record. RECORD COPY IS SENT TO DSHS CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT.
6272		STAINED SLIDES - CYTOLOGY (FNA)	10		10		SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT.
6273		STAINED SLIDES - PATHOLOGY	10		10		SLIDES; RETENTION IS A CAP AND CLIA REQUIREMENT.
6274		QA/PI MONITORS	2		2		RETENTION IS A CAP AND CLIA REQUIREMENT.
6275		OCCURRENCE REPORTS	2		2		SPECIMEN TESTING. RETENTION IS A CAP AND CLIA REQUIREMENT.
6794		AUTOPSY SLIDES - NON-FORENSIC	10		10		SLIDES; RETENTION IS A CAP AND CLIA REQUIREMENT.
6795		AUTOPSY SLIDES - FORENSIC	PM		PM		SLIDES; RETENTION IS A CAP AND CLIA REQUIREMENT

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)

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

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

Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
860 - LABORATORY SERVICES SECTION - WOMEN'S HEALTH LABS AT TCID							
1.1	1750	OUTSIDE CONSULTATION REQUESTS		2	2		
1.1	3062	LABORATORY POLICY AND PROCEDURE MANUALS- FINAL US+2				US+2	RETENTION IS A CAP AND CLIA REQUIREMENT
1.1	3095	QA/PI COMMITTEE MINUTES		2	2		Vital Record. RETENTION IS A REQUIREMENT OF THE COLLEGE OF AMERICAN PATHOLOGISTS
1.1	3196	LAB TESTING SUPPLY ORDER REQUESTS		2	2		SEE #3082 FOR LAB TESTS CHARGED.
1.1	3515	(WOMEN'S HEALTH LABS) AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)
1.1	3681	(WOMEN'S HEALTH LAB) RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE; AC=DATE OF DISCLOSURE
1.1	3684	(WOMEN'S HEALTH LAB) OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6		45 CFR 164.530 (j)(1)-(2)
1.1	4278	(WOMEN'S HEALTH LAB) ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC		RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER
1.1	4287	(WOMEN'S HEALTH LAB) ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	5351	(WOMEN'S HEALTH LAB) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1		AC=DATE RECORD AMENDED OR REQUEST FILLED.
1.1	5352	(WOMEN'S HEALTH LAB) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION

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)

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		7. RETENTION PERIOD					
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
860 - LABORATORY SERVICES SECTION - WOMEN'S HEALTH LABS AT TCID							
1.1	5732	LABORATORY RULES, POLICIES AND PROCEDURES-WORKING FILES	US+2		US+2		RETENTION IS A CAP AND CLIA REQUIREMENT
1.1.002	4399	AUDITS	AC+7		AC+7		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.
1.1.006	5345	(WOMEN'S HEALTH LABS) COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	5002	ADMINISTRATIVE CORRESPONDENCE	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	3107	GENERAL CORRESPONDENCE	1		1		INCLUDES SOME E-MAIL.
1.1.013	3011	DESK CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1	R	INCLUDES OUTLOOK CALENDAR. 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	3115	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	3128	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST
1.1.023	3058	ORGANIZATION CHART	US		US	A	
1.1.038	3060	CUSTOMER SURVEYS AND RESULTS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.

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

Page 5 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.
860 - LABORATORY SERVICES SECTION - WOMEN'S HEALTH LABS AT TCID								
1.1.043	2974	TRAINING MATERIALS		US+1	US+1			
1.1.057	1653	TRANSITORY INFORMATION		AC	AC			
1.1.058	3109	MEETING AGENDAS & MINUTES		PM	PM	A		
1.1.061	3012	MEETING NOTES		AC+90 DA	AC+90 DA			
1.1.062	2984	MEETINGS SUPPORTING DOCUMENTATION		2	2	A		
1.1.063	3059	MINUTES - INTERNAL		1	1			
1.1.067	1580	REPORTS & STUDIES - NON-FISCAL		3	3	R	INCLUDES TUMOR BOARD REPORT; QA/PI MONITOR & OCCURRENCE REPORT; STATISTICAL REPORTS; 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	1588	EMPLOYEE FILES		AC+5	AC+5		AC=TERMINATION OF EMPLOYMENT; INCLUDES EMPLOYEE ORIENTATION RECORDS	
3.1	3063	COMPETENCY ASSESSMENT		AC	AC		Vital Record. AC=TERMINATION FROM EMPLOYMENT	
3.1	6754	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	1810	APPLICATIONS FOR EMPLOYMENT - NOT HIRED		2	2		AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	

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.
---------------	------------------	-------------------------	--------	---------	-------	-------------	------------	-------------

860 - LABORATORY SERVICES SECTION - WOMEN'S HEALTH LABS AT TCID

3.1.011	1590	EMPLOYEE INSURANCE FILES	AC		AC		AC=UNTIL SUPERCEDED OR TERMINATION OF EMPLOYMENT (DOCUMENTS THAT SERVE AS PAYROLL DEDUCTION AUTHORIZATIONS MUST BE RETAINED FOR THE RETENTION PERIOD PRESCRIBED FOR 3.2.001)	
3.1.014	3057	EMPLOYMENT SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.019	1584	PEFORMANCE APPRAISALS/JOURNALS	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.020	3091	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5		AC+5		AC=TERMINATION OF CORRECTIVE ACTION	
3.1.023	3056	JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.034	3042	RESUMES - UNSOLICITED	AV		AV			
3.4	2972	COMPENSATORY TIME ACCRUAL FORM	4		4			
3.4.006	6378	TIME CARDS AND SHEETS	4		4		BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. DSHS REQUIRES THAT A PRINTED AND SIGNED TIME SHEET BE RETAINED FOR AUDIT PURPOSES FOR ENTIRE RETENTION PERIOD.	
3.4.007	2967	DAILY ABSENCE REPORTS/LEAVE SLIPS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.5	3082	FINANCIAL RECORDS	7		7		Vital Record. INCLUDES BILLING RECORDS FOR SERVICES/ACCOUNT ADJUSTMENTS. (ELECTRONIC RECORDS KEPT IN CENTRALIZED BILLING SYSTEM- CBS.) RETENTION PERIOD BASED ON HIPAA REQUIREMENTS. 45 CFR 164.530 (j)(1)-(2)	

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

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.
---------------	------------------	-------------------------	--------	---------	-------	-------------	------------	-------------

860 - LABORATORY SERVICES SECTION - WOMEN'S HEALTH LABS AT TCID

4.7.004	1736	CAPITAL EQUIPMENT LIST	LA+3		LA+3			
5.1.001	2963	CONTRACTS/LEASES	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.004	1735	MAIL/TELECOMMUNICATIONS LISTINGS	US		US			
5.1.012	3084	PRICE LISTS	US+3		US+3			
5.1.016	201	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2	3066	LABORATORY EQUIPMENT MAINTENANCE RECORDS	US+2		US+2		RETENTION IS A CAP AND CLIA REQUIREMENT	
5.2	6796	LABORATORY EQUIPMENT REPAIR RECORDS	LA+2		LA+2		RETENTION IS A CAP AND CLIA REQUIREMENT	
5.2.018	3067	QUALITY CONTROL RECORDS	2		2		Vital Record.	
5.2.019	3097	WORK ORDER REQUESTS	2		2		Vital Record. RETENTION IS REQUIREMENT OF THE COLLEGE OF AMERICAN PATHOLOGISTS	
5.3	2966	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.3.005	1645	PACKING SLIPS	AV		AV			
5.3.007	4640	BID DOCUMENTATION	FE+3		FE+3		INCLUDES AG-13 DOCUMENTATION AND INFORMAL OFFER CONFIRMATIONS	
5.4	3100	FORMALDEHYDE ENVIRONMENTAL MONITORING	10		10			

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 8 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 Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

860 - LABORATORY SERVICES SECTION - WOMEN'S HEALTH LABS AT TCID

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
5.4	6377	INCIDENT REPORTS/ACCIDENT/INJURY REPORTS OF NON-STATE EMPLOYEES ON STATE PROPERTY	AC		AC		L-33 FORMS. AC=STATUTE OF LIMITATIONS; CLAIMANT REQUIRED TO GIVE NOTICE OF INJURY WITHIN 6 MONTHS OF THE INCIDENT OR THE ACTION IS BARRED (UNLESS THERE IS ACTUAL KNOWLEDGE OF THE INJURY IN THE AGENCY); ACTION BARRED IF SUIT NOT FILED WITHIN 2 YEARS FROM THE DATE OF THE INJURY. (SEE 1.1.048 IF INJURY RESULTS IN LAWSUIT)
5.4.001	6276	ACCIDENT/INCIDENT REPORTS (STATE EMPLOYEE)	CE+5		CE+5		Vital Record. ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.
5.4.003	3094	APPLICATION/CERTIFICATION RECORDS OF C.A.P. ACCREDITATION INSPECTIONS	AC+3		AC+3		Vital Record. AC=INSPECTION, OR DATE OF CORRECTION OF DEFICIENCY, IF REPORT SHOWS DEFICIENCY
5.4.007	3099	SAFETY TRAINING RECORDS	5		5		
5.5.003	4616	TELEPHONE LOGS - STATION ACTIVITY REPORTS	AV		AV		AV=2 YEARS

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)