

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

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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.
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109 - LIBRARY AND INFORMATION SERVICES

1.1	282	ACCESSION CARDS		PM	PM		Vital Record.	
1.1	283	ACCESSION SHEETS/GUIDE DUPLICATION APPROVALS	AC+5		AC+5		AC=ITEM REMOVED FROM CIRCULATION	
1.1	284	CIRCULATION RECORDS (EOSi)		AV	AV		Vital Record.	
1.1	309	INTERLIBRARY LOAN RECORDS		AV	AV			
1.1	315	GUIDE REPLACEMENT CHARGE LIST		AC	AC		AC=ITEM REMOVED FROM CIRCULATION	
1.1	351	COLLECTION ANALYSIS RECORDS		US+3	US+3			
1.1	459	ORIENTATION TOURS		AV	AV			
1.1	461	PUBLICITY PLANS/ADVERTISEMENTS		AV	AV			
1.1	467	BIBLIOGRAPHY (FIC)		US+1	US+1			
1.1	469	CLIENT FILES (FIC)		AV	AV		Vital Record. RETAINED UNTIL AFTER RENEWALS HAVE BEEN ENTERED	
1.1	1166	PUBLICATIONS MANAGEMENT PROGRAM FILES		AV	AV			
1.1	1789	AUDIOVISUAL DISTRIBUTOR INFORMATION AND CODE FILES		US	US			
1.1	1790	NATIONAL LIBRARY WEEK ACTIVITY PROJECT FILES	3		3			
1.1	1792	SUBSCRIPTION RENEWAL FILES		AC	AC		AC=RENEWAL	
1.1	1808	USER GROUP ANALYSIS RECORDS		US+3	US+3			
1.1	1818	VIDEO CONDITION ANALYSIS & HISTORY RECORDS		AC	AC		AC=REMOVAL FROM CIRCULATION	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

AC - After Closed, Terminated, Completed, Expired, Settled

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4. Records Series		7. RETENTION PERIOD			9. Remarks
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	
109 - LIBRARY AND INFORMATION SERVICES					
1.1	2630	OVERDUE NOTICES	AC	AC	AC=ITEM RETURNED
1.1	2665	CIRCULATION RECORDS (AV LIBRARY)	AV	AV	Vital Record.
1.1	2667	SERIALS (EOSi)	AV	AV	Vital Record.
1.1	2668	CATALOG (EOSi)	US	US	Vital Record.
1.1	2914	JOURNAL SUBSCRIPTION SERVICE	AV	AV	
1.1	2977	STATEMENT OF RESPONSIBILITY FILE	PM	PM	Vital Record.
1.1	3019	PUBLICATION SHIPMENT RECORDS (AV)	AV	AV	
1.1	3021	DUPLICATION REQUESTS (AV)	AV	AV	
1.1	3064	PREVIEW EVALUATIONS	AV	AV	
1.1.007	2296	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	778	GENERAL CORRESPONDENCE	1	1	INCLUDES SOME E-MAIL.
1.1.013	5543	ITINERARY INFORMATION / DESK CALENDAR / APPOINTMENT BOOKS	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	4312	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1	AC+1	AC=REQUEST FULFILLED
1.1.023	2226	ORGANIZATION CHARTS	US	US	A

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109 - LIBRARY AND INFORMATION SERVICES

1.1.024	3866	PLANNING RECORDS	AC+3		AC+3		R	
1.1.038	468	CLIENT SURVEYS (FIC)	AC+3		AC+3			SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.038	5128	CUSTOMER SURVEYS	AC+3		AC+3			SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.048	5071	LITIGATION FILES	AC+1		AC+1		R	
1.1.057	1048	TRANSITORY INFORMATION	AC		AC			
1.1.063	5519	MEETING MINUTES / NOTES - STAFF	1		1			
1.1.065	344	REPORTS, STUDIES AND SURVEYS-RAW DATA	AV		AV			
1.1.067	1799	REPORTS & STUDIES (NON-FISCAL)	3		3			INCLUDES TITLE ACTIVITY REPORTS; SPONSORED REPORTS.
1.1.069	2683	REPORTS, EMPLOYEE	1		1			
1.2	248	HHS RECORDS MANAGEMENT WORK GROUP FILES	AV		AV			
1.2	1836	TEXAS STATE LIBRARY RECORDS STORAGE FEES DISTRIBUTION FILES	FE+1		FE+1			
1.2	1843	ELECTRONIC RECORDS RULES COMPLIANCE FILES	AV		AV			
1.2.001	411	DESTRUCTION SIGN OFF SHEETS & RECORDS DESTRUCTION DISCLOSURE FORMS	FE+3		FE+3			
1.2.004	4960	FORMS INVENTORY LISTING	US		US			
1.2.005	412	RECORDS RETENTION SCHEDULES & SUPPORTING DOCUMENTATION	US		US			

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1.2.008	414	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS	FE+3		FE+3		
1.2.010	429	RECORDS DISPOSITION LOGS	10		10		
1.2.011	449	RECORDS CENTER STORAGE APPROVAL FORMS	US		US		
1.2.012	451	RECORDS INVENTORY WORKSHEETS	US		US		
1.2.013	4310	PUBLICATIONS/FORMS CONTROL DATABASE	AC		AC		Vital Record. AC=WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED
1.2.014	5768	RECORDS MANAGEMENT HANDBOOK	US+1		US+1		
1.3	1167	CHANGES TO PUBLICATIONS CATALOG	AV		AV		
1.3.001	1165	WEB PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. IF REMOVED FROM WEB PRIOR TO TWO-YEAR RETENTION, IT IS TRANSFERRED TO THE AGENCY'S OR DIVISION'S WEB ARCHIVE SITE UNTIL RETENTION PERIOD HAS BEEN MET. IF ITEM FALLS WITHIN ANOTHER RECORDS SERIES AND THAT RECORDS SERIES HAS LONGER THAN A TWO-YEAR RETENTION, THE PUBLICATION IS RETAINED IN AT LEAST ONE FORMAT UNTIL THE LONGER RETENTION PERIOD HAS BEEN MET.
1.3.001	2655	PUBLICATIONS - RECORD COPY	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. COPIES SENT TO PUBLICATION CLEARINGHOUSE.
1.3.002	1784	PUBLICATION AND WEBSITE DEVELOPMENT FILES	AV		AV	R	INCLUDES WEB SITE REQUIREMENTS CHECKLIST
2.1.011	1208	PUBLICATIONS ONLINE CATALOG AND ORDERING SYSTEM	AC		AC		Vital Record. MAINTAINED BY LIBRARY & INFORMATION SERVICES PROGRAM AND INFORMATION SYSTEMS; AC=DISCONTINUANCE OF PUBLICATION OR FORM

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3.1	6682	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	4636	APPLICATIONS & RESUMES OF PEOPLE NOT HIRED	2		2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	3633	EMPLOYMENT SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.019	4629	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	1882	PERSONNEL CORRECTIVE ACTION DOCUMENTATION / PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION.
3.1.023	5452	POSITION / JOB POSITIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.3	3467	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS
3.3.020	934	WORK SCHEDULES/ASSIGNMENTS	1		1		
3.3.030	985	TRAINING ADMINISTRATION RECORDS	US+2		US+2		
4.1	5651	COPYRIGHT PAYMENT INFORMATION	FE+3		FE+3		

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4.4	2976	INVOICE FILE	AC+6 MO		AC+6 MO		AC=INVOICE PAID	
4.7	466	GRANTS DATABASE/AWARDS/FOUNDATIONS	US		US		Vital Record.	
5.1	2628	LICENSES FOR DUPLICATION (AV LIBRARY)	AC+1		AC+1		Vital Record. AC=ITEM REMOVED FROM CIRCULATION	
5.1.001	4477	CONTRACTS	AC+4		AC+4		Vital Record. CONVENIENCE COPIES. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.	
5.1.004	4471	MAILING LISTS	US		US			
5.1.011	4472	FAX ACTIVITY REPORTS	AV		AV			
5.1.014	39	PUBLICATIONS MANAGEMENT/PRINTING SERVICES PROCEDURES	US+1		US+1			
5.1.015	4473	CORRESPONDENCE / PACKAGES TRACKING RECORDS	1		1			
5.1.016	1671	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2.010	5278	EQUIPMENT MANUALS	LA		LA			
5.2.014	400	ANNUAL INVENTORY	FE+3		FE+3		INCLUDES AV LIBRARY COLLECTION INVENTORY	
5.3	4478	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.3.004	2670	ORDER - ACKNOWLEDGEMENTS	AV		AV			
5.3.005	734	PACKING SLIPS	AV		AV		INCLUDES AV LIBRARY PACKING SLIPS	
5.4.011	3052	CUSTOMER PICK UP SHEETS (AV)	3		3			

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