

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.
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640 - INFORMATION SERVICES (MENTAL HEALTH AND SUBSTANCE ABUSE DIVISION)

1.1	3621	VIDEO RESERVATION REQUESTS (INFORMATION CLEARINGHOUSE/LIBRARY)	AC		AC		AC=VIDEOS RETURNED.	
1.1	3623	JOURNAL CHECK-IN DATABASE (INFORMATION CLEARINGHOUSE/LIBRARY)	US		US			
1.1	3624	SUBSCRIPTION LIST (INFORMATION CLEARINGHOUSE/LIBRARY)	US+1		US+1			
1.1	3625	INTER-LIBRARY LOAN REQUESTS (INFORMATION CLEARINGHOUSE/LIBRARY)	AC		AC		AC=MATERIALS RETURNED. ALSO APPLIES TO OCLC DATABASE.	
1.1	3626	OVERDUE NOTICES (INFORMATION CLEARINGHOUSE/LIBRARY)	AC		AC		AC=MATERIALS RETURNED	
1.1	3628	PATRON INFORMATION CARDS (INFORMATION CLEARINGHOUSE/LIBRARY)	US		US		PATRON PERSONAL INFORMATION IS CONFIDENTIAL. DISPOSE OF "INACTIVE" PATRON INFORMATION CARDS AFTER 1 YEAR OF NON-ACTIVITY. ALSO APPLIES TO ELECTRONIC FILE.	
1.1.007	4481	CORRESPONDENCE, ADMINSTRATIVE	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	5361	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.013	2139	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.	
1.1.057	2135	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	

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US - Until Superseded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

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Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	
1.1.069	3874	ACTIVITY REPORTS (INCLUDES MONTHLY STATISTICS FOR INFORMATION CLEARINGHOUSE/LIBRARY)	1		1				
1.2.013	3876	RECORDS CONTROL MATERIALS (INFORMATION CLEARINGHOUSE/LIBRARY)	AC		AC		INCLUDES ON-LINE CARD CATALOG DATABASE, VERTICAL FILE DATABASE, SHELF LIST. AC=WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED		
3.1	6725	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.		
5.1.016	2341	TELEPHONE MESSAGE NOTIFICATIONS	1		1		PAPER AND ELECTRONIC. INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.		
5.4.011	2707	VISITOR CONTROL REGISTERS	3		3				

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