

**APPROVED 11/2/2006**

State of Texas  
Records Retention Schedule

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2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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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 #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
403D - NUTRITION SVS - EBT DEVELOPMENT BRANCH								
1.1	4864	PROGRAM CORRESPONDENCE	AV+AC+3		AV+AC+3		AV=DATE OF FINAL STATEWIDE IMPLEMENTATION OF EBT PROJECT. AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016.	
1.1	5506	REFERENCE FILES	AV		AV		LIMITED TO CORRESPONDENCE FROM USDA OR ANOTHER ENTITY PROVIDING NEW POLICY AND PROCEDURES; OR E-MAIL SENT FROM A DSHS EMPLOYEE CONCERNING CIRCUMSTANCES THAT DO NOT OCCUR FREQUENTLY BUT AN ELECTRONIC VERSION IS REQUIRED FOR TRANSMITTAL.	
1.1.007	1877	DEPARTMENT ADMINISTRATIVE CORRESPONDENCE	3		3	R	Vital Record. NON-USDA RELATED CORRESPONDENCE. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.007	1878	PROGRAM ADMINISTRATIVE CORRESPONDENCE	AV+AC+3		AV+AC+3	R	Vital Record. AV=DATE OF FINAL STATEWIDE IMPLEMENTATION OF EBT PROJECT. AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	1876	DEPARTMENT GENERAL CORRESPONDENCE	1		1		NON-USDA RELATED CORRESPONDENCE	
1.1.024	4647	PLANS AND PLANNING RECORDS	AC+AV+3		AC+AV+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS. AV=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016.	
1.1.057	1872	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)

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403D - NUTRITION SVS - EBT DEVELOPMENT BRANCH							
1.1.067	4118	REPORTS AND STUDIES (NON-FISCAL)	AV+AC+3		AV+AC+3	R	AV=DATE OF FINAL STATEWIDE IMPLEMENTATION OF EBT PROJECT. AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
1.1.068	4120	REPORTS ON PERFORMANCE MEASURES	AC+6		AC+6		AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. (EXAMPLES: LBB, QAT, PDP)
2.1.007	4321	SOFTWARE PROGRAMS	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94 (a)(1)
2.1.009	4609	TECHNICAL DOCUMENTATION	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE ENVIRONMENT WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ. 13 TAC 6.94(a)(1).
3.1	6701	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.

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403D - NUTRITION SVS - EBT DEVELOPMENT BRANCH

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
3.1.006	3956	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		AC=TERMINATION OF COUNSELING. NOTES, MEMORANDA, OR REPORTS RELATING TO THE COUNSELING OF AN EMPLOYEE FOR WORK-RELATED, PERSONAL, OR SUBSTANCE ABUSE PROBLEMS. MAINTAINED AT THE SUPERVISORIAL LEVEL. ORIGINAL DOCUMENTATION FOR 3.1.006 AND 3.1.020 MUST BE KEPT SEPARATE FROM THE PERFORMANCE APPRAISAL. COPY OF DOCUMENTATION FOR 3.1.006 AND 3.1.020 MAY BE INCLUDED IN THE PERFORMANCE APPRAISAL.
3.1.020	508	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION. CORRECTIVE ACTIONS ARE THOSE ACTIONS THAT DO NOT AFFECT PAY, STATUS, OR TENURE AND ARE IMPOSED TO CORRECT OR IMPROVE AN EMPLOYEE'S JOB PERFORMANCE. IF DURING THE RETENTION PERIOD OF THIS RECORD SERIES, ANY PART OF THIS SERIES IS USED TO DOCUMENT AND SUPPORT PERSONNEL DISCIPLINARY ACTION UNDER 3.1.021, ALL DOCUMENTATION FROM THIS SERIES USED TO SUPPORT DISCIPLINARY ACTION MUST BE RETAINED FOR THE RETENTION PERIOD FOR 3.1.021. ORIGINAL DOCUMENTATION FOR 3.1.006 AND 3.1.020 MUST BE KEPT SEPARATE FROM PERFORMANCE APPRAISAL. COPY OF DOCUMENTATION OF 3.1.006 AND 3.1.020 MAY BE INCLUDED IN PERFORMANCE APPRAISAL.
3.3.023	1879	REQUESTS AND AUTHORIZATION FOR TRAVEL AND OTHER	FE+3		FE+3		INCLUDES TRAVEL, PARTICIPATION IN EDUCATION PROGRAMS, WORKSHOPS. DOES NOT INCLUDE CEU CREDITS (SEE ALSO 3.1.027 TRAINING & EDUCATIONAL ACHIEVEMENT RECORDS ON SCHEDULE 403E). TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
4.2.007	3668	TRAVEL (AND OTHER EXPENDITURE) VOUCHERS	AC+3*		AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. INCLUDES REIMBURSEMENT FOR TRAVEL, PARTICIPATION IN EDUCATION PROGRAM, WORKSHOPS, ETC. TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.

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4.5.002	4610	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3		FE+3			
4.5.005	5621	EBT FEDERAL GRANT REPORTS	AV+AC+3		AV+AC+3		Vital Record. AV=DATE OF FINAL STATEWIDE IMPLEMENTATION OF EBT PROJECT. AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016.	
4.7.008	5637	FEDERAL GRANT RECORDS	AC+AV+3		AC+AV+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE). AV=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016.	
5.1.016	2829	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	

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