	OVED 6/15/2007		State of s Reten	Texas tion Sch	nedule		Page 1	6/15/2007
2. AGENCY CO	imile of SLR-105 DE: 537 3. AGENCY: TEXAS DEPARTMENT OF	E STATE HEALTH SERVICES	ç				ORIGINAL S	SUBMISSION FICATION
4. Records Series Item # 5				ON PERIOD Total		9. Remarks	REPLACEM ADDENDUM	
	403B - NUTRITION SVS - FOOD ISSUANCE	& REDEMPTION SERVICES	(FIRS)					
1.1	1279 PROGRAM CORRESPONDENCE	AC+3		AC+3		AC=MARCH 1 OF FOLLOWING FISC RETENTION REQUIRED BY USDA FI REGULATION 7 CFR PART 3016.		
1.1	2457 VENDOR FAIR HEARING FILES	AC+3		AC+3		PAPER AND ELECTRONIC; AC=MAR FOLLOWING FISCAL YEAR. RETEN REQUIRED BY USDA FEDERAL REG PART 3016. CONFIDENTIALITY REQ FEDERAL REGULATION 7 CFR PAR	TION PERIOD GULATION 7 CFR UIRED BY USDA	
1.1	2475 DAILY ERROR CORRECTION REPORTS	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISC RETENTION PERIOD REQUIRED BY REGULATION 7 CFR PART 3016. CO REQUIRED BY USDA FEDERAL REG PART 246.26(e) AND (f)	USDA FEDERAL NFIDENTIALITY	05-537-020
1.1	4703 TRAINING INFORMATION	AC+3		AC+3		AC=MARCH 1 OF FOLLOWING FISC RETENTION PERIOD REQUIRED BY REGULATION 7 CFR PART 3016. (IN REGISTRATIONS; EVALUATIONS; AI EDUCATION CREDITS FOR LOCAL A AND GROCERS.)	USDA FEDERAL ICLUDES ND CONTINUING	
1.1	5007 REFERENCE FILES	AV		AV		LIMITED TO: CORRESPONDENCE F ANOTHER ENTITY PROVIDING NEW PROCEDURES OR E-MAIL SENT FR EMPLOYEE CONCERNING CIRCUMS NOT OCCUR FREQUENTLY BUT AN VERSION IS REQUIRED FOR TRANS	POLICY AND OM A DSHS STANCES THAT DO ELECTRONIC	
1.1.002	4279 VENDOR COMPLIANCE BUYS	AC+AV	3	AC+AV+3		AC=RELEASE OF FINAL FINDING; A FOLLOWING FISCAL YEAR. RETENT USDA FEDERAL REGULATION 7 CFI CONFIDENTIALITY REQUIRED BY U REGULATION 7 CFR PART 246.26 (e	FION REQUIRED BY R PART 3016. SDA FEDERAL	05-537-110

	RETENTION CODES (Field	17)		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Valuable	CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset	MO - Months PM - Permanent US - Until Superseded	A - Transfer to State R - Review by State	

	OVED 6/15/2007 csimile of SLR-105			Texas ition Scheo	dule	Pa	age 2 _ ORIGINAL SU	6/15/2007 JBMISSION
	ODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STA	TE HEALTH SERVICES				_X.	RECERTIFI	CATION
. Records Series Item #	5. Agency Item # 6. Records Series Title	7. R Agency	ETENTIC Storage	ON PERIOD Total 8	3. Archival	9. Remarks	_ REPLACEME _ ADDENDUM	
	403B - NUTRITION SVS - FOOD ISSUANCE & REI	DEMPTION SERVICES (FIRS)					
.1.002	4282 VENDOR INVOICE AUDITS	AC	7	AC+7		AC=MARCH 1 OF FOLLOWING FISCAL YEA RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDEN REQUIRED BY USDA FEDERAL REGULATIO PART 246.26 (e) AND (f).		05-537-129
.1.006	2514 VENDOR COMPLAINTS	AC+5		AC+5		PAPER AND ELECTRONIC; AC=FINAL DISPO THE COMPLAINT. CONFIDENTIALITY REQUUSDA FEDERAL REGULATION 7 CFR PART AND (f)	JIRED BY	
1.1.007	1277 DEPARTMENT ADMINISTRATIVE CORRESPONDEN	CE 3		3	R	Vital Record. NON-USDA RELATED CORRESPONDENCE. ONLY ADMINISTRATI CORRESPONDENCE OF EXECUTIVE STAFF OR COMMISSION MEMBERS, DIVISION DIR AND SECTION/UNIT/BRANCH HEADS REQU ARCHIVAL REVIEW.	F, BOARD ECTORS	
.1.007	2465 PROGRAM ADMINSTRATIVE CORRESPONDENCE	AC	3	AC+3	R	Vital Record. AC=MARCH 1 OF FOLLOWING YEAR. RETENTION REQUIRED BY USDA FE REGULATION 7 CFR PART 3016. CONFIDEN REQUIRED BY USDA FEDERAL REGULATIC PART 246.26 (e) AND (f). ONLY ADMINISTRA CORRESPONDENCE OF EXECUTIVE STAFF OR COMMISSION MEMBERS, DIVISION DIR AND SECTION/UNIT/BRANCH HEADS REQU ARCHIVAL REVIEW.	EDERAL NTIALITY DN 7 CFR ATIVE F, BOARD ECTORS	05-537-075
.1.008	2446 DEPARTMENT GENERAL CORRESPONDENCE	1		1		NON-USDA RELATED CORRESPONDENCE		
.1.057	1303 TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FUL	FILLED.	
.1.065	3189 108 REPORT	AC+3		AC+3		PAPER AND ELECTRONIC. AC=MARCH 1 O FOLLOWING FISCAL YEAR. RETENTION RE USDA FEDERAL REGULATION 7 CFR PART CONFIDENTIALITY REQUIRED BY USDA FE REGULATION 7 CFR PART 246.26 (e) AND (f	EQUIRED BY 3016. DERAL	
1.2.006	2476 TRANSMITTAL SHEET STORAGE FILE	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTR TRANSFER	RUCTION OR	
	RETENTION CODES (Field	7)				ARCHIVAL CODES (Field 8) VIT	TAL Record (In	clude in Field
	sed, Terminated, AV - As Long As Administratively ed, Expired, Settled Valuable	CE - Calendar Year En FE - Fiscal Year End LA - Life of Asset	F	MO - Months PM - Permaner JS - Until Supe		A - Transfer to State R - Review by State		

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Automated Fa 2. AGENCY C 4. Records Series Item #			. RETENTIC	DN PERIOD Total		9. Remarks	_X RECERTI	IENT PAGE
	403B - NUTRITION SVS - FOOD ISSUANCE & REDEMP	TION SERVICE	S (FIRS)					
2.2.011	3932 DATA ENTRY CONTRACTOR ACTIVITIES	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCA RETENTION PERIOD REQUIRED BY L REGULATION 7 CFR PART 3016. CON REQUIRED BY USDA FEDERAL REGL PART 246.26(e) AND (f)	JSDA FEDERAL IFIDENTIALITY	
3.1	6700 POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC		AC		AC=FIRST LEVEL REMINDER IS 3 MO LEVEL REMINDER IS 6 MONTHS WITT EMPLOYEE'S MASTER EMPLOYEE FI REMINDER IS 12 MONTHS WITH A CO EMPLOYEE'S MASTER EMPLOYEE FI AUGUST 2005 SUPERVISORS USE Er Development Notes IN AccessHR TO D SECOND AND THIRD LEVEL REMINDI PAPER COPY IS STILL FORWARDED EMPLOYEE'S MASTER PERSONNEL	H A CÓPY TO LE; THIRD LEVEL JPY TO LE. BEGINING nployee OCUMENT ERS, BUT A TO HHSC HR FOR	
3.1.006	4975 EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		PAPER AND ELECTRONIC. AC=TERM COUNSELING. NOTES, MEMORANDA RELATING TO THE COUNSELING OF FOR WORK-RELATED, PERSONAL, O ABUSE PROBLEMS. MAINTAINED AT SUPERVISORIAL LEVEL. ORIGINAL D FOR 3.1.006 AND 3.1.020 MUST BE KE FROM THE PERFORMANCE APPRAIS DOCUMENTATION FOR 3.1.006 AND 3 INCLUDED IN THE PERFORMANCE A	, OR REPORTS AN EMPLOYEE R SUBSTANCE THE DOCUMENTATION EPT SEPARATE AL. COPY OF 3.1.020 MAY BE	

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) VITAL Record (Include in Field 9)

A - Transfer to State R - Review by State

Automated Fa	acsimile of SI		Record	s Retei	f Texas ntion Sche	edule		Page 4 ORIGINAL S _X RECERTIF	
2. AGENCY C 4. Records Series Item #		3. AGENCY: TEXAS DEPARTMENT OF STATE H 6. Records Series Title			ON PERIOD	8. Archival	9. Remarks	_A REPLACEME	ENT PAGE
		403B - NUTRITION SVS - FOOD ISSUANCE & REDEMF	TION SERVICES	(FIRS)					
3.1.020		PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORM	AC+5 S		AC+5		MAY CONTAIN SOME CONFIDENTIAL II AC=TERMINATION OF CORRECTIVE AC CORRECTIVE ACTIONS ARE THOSE AC DO NOT AFFECT PAY, STATUS, OR TEI IMPOSED TO CORRECT OR IMPROVE J. JOB PERFORMANCE. IF DURING THE PERIOD OF THIS RECORD SERIES, AN SERIES IS USED TO DOCUMENT AND S PERSONNEL DISCIPLINARY ACTION UI ALL DOCUMENTATION FROM THIS SEF SUPPORT DISCIPLINARY ACTION MUS FOR THE RETENTION PERIOD FOR 3.1 DOCUMENTATION FOR 3.1.006 AND 3. KEPT SEPARATE FROM PERFORMANC COPY OF DOCUMENTATION OF 3.1.006 MAY BE INCLUDED IN PERFORMANCE	CTION. CTIONS THAT NURE AND ARE AN EMPLOYEE'S RETENTION Y PART OF THIS SUPPORT NDER 3.1.021, RIES USED TO T BE RETAINED .021. ORIGINAL 1.020 MUST BE 2E APPRAISAL. 5 AND 3.1.020	
3.3.023		REQUESTS AND AUTHORIZATION FOR TRAVEL AND DTHER	FE+3		FE+3		INCLUDES TRAVEL, PARTICIPATION IN PROGRAMS, WORKSHOPS. DOES NO CREDITS (SEE ALSO 3.1.027 TRAINING EDUCATIONAL ACHIEVEMENT RECOR SCHEDULE 403E); TRAVEL OFFICE AS RETENTION OF TRAVEL REQUESTS BE OCTOBER 2005.	T INCLUDE CEU & DS ON SUMED	
4.0	4281 V	ENDOR REVIEWS	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL RETENTION REQUIRED BY USDA FEDE REGULATION 7 CFR PART 3016. CONF REQUIRED BY USDA FEDERAL REGUL PART 246.26 (e) AND (f).	ERAL IDENTIALITY	05-537-112
4.1	3191 U	JNPAID VENDOR CLAIMS	AC+3		AC+3		AC=MARCH 1 OF FOLLOWING FISCAL RETENTION REQUIRED BY USDA FEDE REGULATION 7 CFR PART 3016. CONF REQUIRED BY USDA FEDERAL REGUL PART 246.26 (e) AND (f). DEAD CLAIMS	ERAL IDENTIALITY ATION 7 CFR	
l.1.001	1272 M	IANUAL VENDOR FOOD PAYMENTS	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL RETENTION PERIOD REQUIRED BY US REGULATION 7 CFR PART 3016. CONF REQUIRED BY USDA FEDERAL REGUL PART 246.26(e) AND (f)	DA FEDERAL IDENTIALITY	
		RETENTION CODES (Field 7)					ARCHIVAL CODES (Field 8)	VITAL Record (Ir	nclude in Field §
AC - After Clos Complete	ed, Termina ed, Expired,	Settled Valuable FE	- Calendar Year E - Fiscal Year End - Life of Asset		MO - Months PM - Perman US - Until Sup		A - Transfer to State R - Review by State		

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4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. I Agency	RETENTIC Storage	N PERIOD Total	8. Archival	9. Remarks	ADDENDUM	
	4	403B - NUTRITION SVS - FOOD ISSUANCE & REDEN	IPTION SERVICES	(FIRS)					
4.1.001	3931 VE	ENDOR PAYMENT INQUIRIES	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL Y RETENTION PERIOD REQUIRED BY US REGULATION 7 CFR PART 3016. CONFI REQUIRED BY USDA FEDERAL REGUL/ PART 246.26(e) AND (f)	DA FEDERAL DENTIALITY	
4.1.001	5039 W	IC CLAIMS - REDEEMED FOOD VOUCHERS	2MO	4Y3MO	4Y5MO		AC=MARCH 1 OF FOLLOWING FISCAL RETENTION PERIOD REQUIRED BY US REGULATION 7 CFR PART 3016. CONFI REQUIRED BY USDA FEDERAL REGUL/ PART 246.26(e) AND (f) - OCTOBER THE FEBRUARY	DA FEDERAL DENTIALITY ATION 7 CFR	05-537-145
4.1.001	6824 RI	EDEEMED FOOD VOUCHERS (WIC CLAIMS)	2 MO	3Y10MC) 4		AC=MARCH 1 OF FOLLOWING FISCAL Y RETENTION PERIOD REQUIRED BY US REGULATION 7 CFR PART 3016. CONFI REQUIRED BY USDA FEDERAL REGUL/ PART 246.26(e) AND (f); MARCH THROU SEPTEMBER	DA FEDERAL DENTIALITY ATION 7 CFR	07-537-540
4.1.002	4280 VE	ENDOR BILLINGS	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL N RETENTION REQUIRED BY USDA FEDE REGULATION 7 CFR PART 3016. CONFI REQUIRED BY USDA FEDERAL REGUL/ PART 246.26 (e) AND (f).	RAL DENTIALITY	05-537-111
4.2.005	2464 W	IC VENDOR CLAIM FORMS	1MO	4Y4MO	4Y5MO		AC=MARCH 1 OF FOLLOWING FISCAL RETENTION REQUIRED BY USDA FEDE REGULATION 7 CFR PART 3016. CONFI REQUIRED BY USDA FEDERAL REGUL/ PART 246.26 (e) AND (f).	RAL DENTIALITY	05-537-092
4.2.007	1282 TF	RAVEL (AND OTHER EXPENDITURE) VOUCHERS	AC+3		AC+3		AC=MARCH 1 OF FOLLOWING FISCAL RETENTION REQUIRED BY USDA FEDE REGULATION 7 CFR PART 3016. INCLU REIMBURSEMENT FOR TRAVEL, PARTI EDUCATIONAL PROGRAMS, WORKSHO OFFICE ASSUMED RETENTION OF TRA BEGINNING OCTOBER 2005.	RAL DES CIPATION IN DPS. TRAVEL	

	RETENTION CODES (Field	d 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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2. AGENCY CO	DE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HE	ALTH SERVICE	S				_X RECERTIF	
4. Records Series Item #	5. Agency tem # 6. Records Series Title	7. Agency	RETENTIC Storage	ON PERIOD Total	8. Archival	9. Remarks	REPLACEME	
	403B - NUTRITION SVS - FOOD ISSUANCE & REDEMP	TION SERVICES	(FIRS)					
4.5.002	3372 WIC VENDOR PAYRUN REPORTS	AC	3	AC+3		Vital Record. AC=MARCH 1 OF FOLLOW YEAR. RETENTION REQUIRED BY USD REGULATION 7 CFR PART 3016. CONF REQUIRED BY USDA FEDERAL REGUL PART 246.26 (e) AND (f).	A FEDERAL IDENTIALITY	05-537-093
4.5.002	4387 VENDOR ACCOUNT ADJUSTMENTS	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL RETENTION REQUIRED BY USDA FEDE REGULATION 7 CFR PART 3016. CONF REQUIRED BY USDA FEDERAL REGUL PART 246.26 (e) AND (f).	ERAL IDENTIALITY	05-537-103
4.6.002	2493 VENDOR ONE-TO-ONE RECONCILIATION	AC+1	2	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL RETENTION REQUIRED BY USDA FEDI REGULATION 7 CFR PART 3016. CONF REQUIRED BY USDA FEDERAL REGUL PART 246.26 (e) AND (f).	ERAL IDENTIALITY	05-537-099
4.7.005	3889 VENDOR CLAIM REDUCTION INQUIRIES	AC+AV	3	AC+AV+3		Vital Record. AC=RESOLUTION OF CLAI 1 OF FOLLOWING FISCAL YEAR. RETE REQUIRED BY USDA FEDERAL REGUL PART 3016. CONFIDENTIALITY REQUIF FEDERAL REGULATION 7 CFR PART 24	ENTION PERIOD ATION 7 CFR RED BY USDA	
4.7.008	2450 FARMERS MARKET NUTRITION PROGRAM	AC+3		AC+3		Vital Record. AC=MARCH 1 OF FOLLOW YEAR. RETENTION REQUIRED BY USD REGULATION 7 CFR PART 3016. CONF REQUIRED BY USDA FEDERAL REGUL PART 246.26 (e) AND (f).	A FEDERAL IDENTIALITY	
4.7.008	2466 WIC VENDOR CONTRACTS	AC+AV+1	2	AC+AV+3		Vital Record. AC=EXPIRATION OR TERM THE INSTRUMENT ACCORDING TO ITS AV=MARCH 1 OF FOLLOWING FISCAL RETENTION REQUIRED BY USDA FEDE REGULATION 7 CFR PART 3016. CONF REQUIRED BY USDA FEDERAL REGUL PART 246.26 (e) AND (f).	S TERMS. YEAR. ERAL IDENTIALITY	05-537-132

	RETENTION CODES (Field	d 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 6/15/2007 Automated Facsimile of SLR-105	State of Texas Records Retention Schedule	Page 7 6/15/2007 ORIGINAL SUBMISSION
2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPAR	TMENT OF STATE HEALTH SERVICES	_X RECERTIFICATION REPLACEMENT PAGE
4. Records Series Item # 5. Agency Item # 6. Records Series Title	7. RETENTION PERIOD Agency Storage Total 8. Archival 9. Remai	ADDENDUM PAGE
403B - NUTRITION SVS - FOOD I	SUANCE & REDEMPTION SERVICES (FIRS)	
5.1.001 5518 CONTRACTS AND LEASES	THE INST	ord. AC = EXPIRATION OR TERMINATION OF RUMENT ACCORDING TO ITS TERMS. S COPIER, FAX, ETC.
5.1.016 1670 TELEPHONE MESSAGE NOTIFICAT	ONS 1 1 INCLUDE SLIPS, ET	S E-MAILS, PHONE MESSAGE BOOKS AND IC.

RETENTION CODES (Field 7)

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