

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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4. Records		7. RETENTION PERIOD					10. 106 No.	
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	
403B - NUTRITION SVS - FOOD ISSUANCE & REDEMPTION SERVICES (FIRS)								
1.1	1279	PROGRAM CORRESPONDENCE	AC+3		AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016.	
1.1	2457	VENDOR FAIR HEARING FILES	AC+3		AC+3		PAPER AND ELECTRONIC; AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f)	
1.1	2475	DAILY ERROR CORRECTION REPORTS	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f)	05-537-020
1.1	4703	TRAINING INFORMATION	AC+3		AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. (INCLUDES REGISTRATIONS; EVALUATIONS; AND CONTINUING EDUCATION CREDITS FOR LOCAL AGENCY STAFF AND GROCERS.)	
1.1	5007	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.	
1.1.002	4279	VENDOR COMPLIANCE BUYS	AC+AV	3	AC+AV+3		AC=RELEASE OF FINAL FINDING; AV=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	05-537-110

RETENTION CODES (Field 7)

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ARCHIVAL CODES (Field 8)

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VITAL Record (Include in Field 9)

APPROVED 6/15/2007

State of Texas
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403B - NUTRITION SVS - FOOD ISSUANCE & REDEMPTION SERVICES (FIRS)

1.1.002	4282	VENDOR INVOICE AUDITS	AC	7	AC+7		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	05-537-129
1.1.006	2514	VENDOR COMPLAINTS	AC+5		AC+5		PAPER AND ELECTRONIC; AC=FINAL DISPOSITION OF THE COMPLAINT. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f)	
1.1.007	1277	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	2465	PROGRAM ADMINSTRATIVE CORRESPONDENCE	AC	3	AC+3	R	Vital Record. AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	05-537-075
1.1.008	2446	DEPARTMENT GENERAL CORRESPONDENCE	1		1		NON-USDA RELATED CORRESPONDENCE	
1.1.057	1303	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.065	3189	108 REPORT	AC+3		AC+3		PAPER AND ELECTRONIC. AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	
1.2.006	2476	TRANSMITTAL SHEET STORAGE FILE	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER	

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10. 106 No.

403B - NUTRITION SVS - FOOD ISSUANCE & REDEMPTION SERVICES (FIRS)

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
2.2.011	3932	DATA ENTRY CONTRACTOR ACTIVITIES	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f)
3.1	6700	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.
3.1.006	4975	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		PAPER AND ELECTRONIC. 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.

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403B - NUTRITION SVS - FOOD ISSUANCE & REDEMPTION SERVICES (FIRS)

3.1.020	487	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	1304	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.	
4.0	4281	VENDOR REVIEWS	AC	3	AC+3	AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	05-537-112
4.1	3191	UNPAID VENDOR CLAIMS	AC+3		AC+3	AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). DEAD CLAIMS.	
4.1.001	1272	MANUAL VENDOR FOOD PAYMENTS	AC	3	AC+3	AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f)	

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4.1.001	3931	VENDOR PAYMENT INQUIRIES	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f)			
4.1.001	5039	WIC CLAIMS - REDEEMED FOOD VOUCHERS	2MO	4Y3MO	4Y5MO		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f) - OCTOBER THROUGH FEBRUARY	05-537-145		
4.1.001	6824	REDEEMED FOOD VOUCHERS (WIC CLAIMS)	2 MO	3Y10MO	4		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f); MARCH THROUGH SEPTEMBER	07-537-540		
4.1.002	4280	VENDOR BILLINGS	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	05-537-111		
4.2.005	2464	WIC VENDOR CLAIM FORMS	1MO	4Y4MO	4Y5MO		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	05-537-092		
4.2.007	1282	TRAVEL (AND OTHER EXPENDITURE) VOUCHERS	AC+3		AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. INCLUDES REIMBURSEMENT FOR TRAVEL, PARTICIPATION IN EDUCATIONAL PROGRAMS, WORKSHOPS. TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.			

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4.5.002	3372	WIC VENDOR PAYRUN REPORTS	AC	3	AC+3		Vital Record. AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	05-537-093
4.5.002	4387	VENDOR ACCOUNT ADJUSTMENTS	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	05-537-103
4.6.002	2493	VENDOR ONE-TO-ONE RECONCILIATION	AC+1	2	AC+3		AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	05-537-099
4.7.005	3889	VENDOR CLAIM REDUCTION INQUIRIES	AC+AV	3	AC+AV+3		Vital Record. AC=RESOLUTION OF CLAIM. AV=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f)	
4.7.008	2450	FARMERS MARKET NUTRITION PROGRAM	AC+3		AC+3		Vital Record. AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	
4.7.008	2466	WIC VENDOR CONTRACTS	AC+AV+1	2	AC+AV+3		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. AV=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f).	05-537-132

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403B - NUTRITION SVS - FOOD ISSUANCE & REDEMPTION SERVICES (FIRS)

5.1.001	5518	CONTRACTS AND LEASES	AC+4	AC+4	Vital Record. AC = EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. INCLUDES COPIER, FAX, ETC.
5.1.016	1670	TELEPHONE MESSAGE NOTIFICATIONS	1	1	INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.

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