

Automated Facsimile of SLR-105

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

ORIGINAL SUBMISSION
 RECERTIFICATION
 REPLACEMENT PAGE
 ADDENDUM PAGE
 10. 106 No.

4. Records Series Item # 5. Agency Item # 6. Records Series Title			7. RETENTION PERIOD			9. Remarks	
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	10. 106 No.
403C - NUTRITION SVS - PROGRAM DEVELOPMENT & PROCESS IMPROVEMENT BRANCH (PDPI)							
1.1	6864	PROGRAM CORRESPONDENCE	AV+AC+3		AV+AC+3		AV=DATE OF FINAL STATEWIDE IMPLEMENTATION OF PROJECT. AC=MARCH 1 OF FOLLOWING FISCAL YEAR. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016.
1.1.007	6865	PROGRAM ADMINISTRATIVE CORRESPONDENCE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	AV+AC+3		AV+AC+3	R	Vital Record. AV=DATE OF FINAL STATEWIDE IMPLEMENTATION OF 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.
1.1.007	6866	DEPARTMENT ADMINISTRATIVE CORRESPONDENCE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	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.
1.1.008	6867	DEPARTMENT GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	1		1		NON-USDA RELATED CORRESPONDENCE. INCLUDES SOME E-MAIL.
1.1.013	6868	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	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.
1.1.020	6869	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED (OPEN RECORDS REQUEST-FILLED)	AC+1		AC+1		AC=DATE REQUEST FILLED
1.1.021	6870	PUBLIC INFORMATION REQUESTS - EXEMPTED (OPEN RECORDS REQUESTS-DENIED)	AC+2		AC+2		AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.

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 Archivist
 R - Review by StateArchivist
 E - Exempt from sending

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

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403C - NUTRITION SVS - PROGRAM DEVELOPMENT & PROCESS IMPROVEMENT BRANCH (PDPI)

1.1.024	6871	PLANS AND PLANNING RECORDS	AC+3		AC+3	E	DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL. AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.057	6872	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.	
1.1.063	6873	STAFF MEETING MINUTES AND NOTES	1		1			
2.1.009	6874	TECHNICAL DOCUMENTATION	AC		AC		Vital Record. INCLUDES NEW CARD. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE 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.	
3.1	6875	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	6876	EMPLOYEE COUNSELING NOTES	AC+3		AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.	
3.1.014	6877	EMPLOYEE SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	

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403c - NUTRITION SVS - PROGRAM DEVELOPMENT & PROCESS IMPROVEMENT BRANCH (PDPI)

3.1.020	6878	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		DOCUMENTATION FOR EMPLOYEE COUNSELING SESSIONS; MERIT RAISES. MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION. MORE SERIOUS THAN THIRD LEVEL POSITIVE PERFORMANCE.	
3.3.023	6879	REIMBURSABLE ACTIVITIES, REQUESTS & AUTHORIZATIONS (TRAVEL, TUITION REIMBURSEMENT, WORKSHOPS)	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.3.030	6880	TRAINING ADMINISTRATION RECORDS	US+2		US+2		(INSTRUCTIONAL MATERIALS AND OTHER RECORDS ASSOCIATED WITH IN-HOUSE TRAINING OF AGENCY PERSONNEL ON PERSONNEL POLICIES AND PROCEDURES AND OTHER POLICIES AND PROCEDURES THAT GOVERN AN AGENCY'S PROGRAMS, SERVICES, OR PROJECTS.)	
4.7.008	6881	FEDERAL GRANT RECORDS	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
5.1.001	6882	CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	

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