

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

Page 1 11/8/2006

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.

Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
550 - PERFORMANCE MANAGEMENT UNIT (FAMILY PLANNING/BREAST & CERVICAL CANCER/PRIMARY HEALTH CARE/TITLE V/EPILEPSY/WIC)								
1.1	1133	BCCCP SERVICE PROVIDERS	FE+1	3	FE+4			05-537-300
1.1	1146	RFP EVALUATIONS	3	7	10		Vital Record.	05-537-329
1.1	1149	FUNDED RFP RESPONSES	3	7	10		Vital Record. APPLICATIONS, REPORTS, ETC., RELATED TO GRANT.	05-537-330
1.1	1431	ADMINISTRATIVE RECORDS	3		3	R		
1.1	3828	PHC/TITLE V POP/TITLE V FEE PROJECT FILES	FE+2	3	FE+5			05-537-009
1.1.007	56	CORRESPONDENCE - ADMINISTRATIVE	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	3234	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL	
1.1.010	1599	DIRECTIVES - ROUTINE ISSUANCES REGARDING GENERAL ADMINISTRATIVE AND OFFICE PROCEDURES	US+1		US+1			
1.1.011	1610	EXECUTIVE ORDERS - RECORDS WHICH DOCUMENT SIGNIFICANT CHANGES OR NEW AGENCY POLICIES, PROGRAMS, AND/OR PROCEDURES	US+3		US+3	A	Vital Record.	
1.1.024	5055	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.038	5074	CUSTOMER SURVEYS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	
1.1.040	5075	REPORTS, PAPERS & SPEECHES - CONFERENCES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	5076	TRAINING MATERIALS	US+1		US+1			

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

4. Records Series Item #		5. Agency Item #	6. Records Series Title		7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
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1.1.057	5077	TRANSITORY INFORMATION	AC		AC			AC=PURPOSE OF RECORD HAS BEEN FULFILLED.		
1.1.058	5078	LEGISLATIVE MEETING AGENDA AND MINUTES	PM		PM	A				
1.1.062	5064	LEGISLATIVE MEETINGS SUPPORTING DOCUMENTATION	2		2	A				
1.1.063	5048	STAFF MEETING MINUTES	1		1					
1.1.065	5042	REPORTS & STUDIES - RAW DATA (NON-FISCAL)(PARS & NIADS)	AV		AV					
1.1.067	5043	REPORTS & STUDIES (NON-FISCAL)	3		3	R		IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.		
1.1.070	5073	POLICIES AND PROCEDURES MANUAL (NIADS)- FINAL	AC+3		AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.1.071	1307	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.3.001	5057	PUBLICATIONS	AC+2		AC+2			FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO EXECUTIVE & STAFF OPERATIONS (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY. WEB AC=UNTIL SUPERCEDED OR OBSOLETE. PUBLICATIONS ARE MADE ACCESSIBLE TO THE PUBLIC FOR AT LEAST TWO YEARS, THEN A COPY IS RETAINED FOR REMAINING RETENTION PERIOD FOR APPLICABLE RECORDS SERIES, OR PUBLICATIONS, WHICH EVER IS LONGER.		
1.3.002	5056	PUBLICATION DEVELOPMENT FILES	AV		AV	R		INCLUDES NEGATIVES		

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2.1.001	5049	AUTOMATED FILES - PROCESSING FILE	AC		AC		Vital Record. AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY OT RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.	
2.1.007	5050	SOFTWARE PROGRAMS AND JOB CONTROL LANGUAGE	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	
2.1.009	5051	SYSTEM AND FILE DOCUMENTATION	AC		AC		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	6714	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.	
3.1.001	5052	APPLICATIONS - NOT HIRED	2		2		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.014	5053	EMPLOYMENT SELECTIONS - INCLUDING INTERVIEW NOTES AND DOCUMENTATION OF SELECTION PROCESS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	

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3.1.019	5054	PEFORMANCE APPRAISALS/JOURNALS	2		2		CONTAINS CONFIDENTIAL DATA. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.020	5081	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		AC=TERMINATION OF CORRECTIVE ACTION	
3.1.021	5044	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5		Vital Record. AC=TERMINATION OF EMPLOYMENT	
3.1.023	5079	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.3	5082	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS	
3.3.023	5087	TUITION ASSISTANCE AND TRAVEL REQUESTS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.4.004	5088	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	5090	TIME CARDS AND TIME SHEETS	4		4		40 TAC815.106(j); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	5080	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
5.1	5894	CONTRACT MONITORING RECORDS	AC	4	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS.	06-537-523
5.1.001	5157	PROVIDER CONTRACT FILES (EPILEPSY)	AC	4	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF PROVIDER CONTRACT	
5.1.001	5892	CONTRACTS	AC	4	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.	

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Page 5 11/8/2006

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5.1.004	5091	ADDRESS AND TELEPHONE LISTINGS	US		US			
5.1.015	5664	CORRESPONDENCE LOGBOOK	1		1			
5.1.016	4191	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.3	1700	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			

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