

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

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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.
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603 - PHARMACY BRANCH

1.1	2150	DRUG DESTRUCTION SIGN-OFFS	FE+3		FE+3		OUTDATED & SPOILED OR OTHERWISE UNUSABLE DRUGS	
1.1.007	3345	CLASS D PHARMACIES (CORRESPONDENCE)	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.	
1.1.007	3347	PHARMACY CORRESPONDENCE-ADMIN	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	5676	CORRESPONDENCE-GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.014	5679	LEGAL OPINION & ADVICE	AV		AV	R		
1.1.038	2144	CUSTOMER SURVEYS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	
1.1.043	2145	TRAINING MATERIALS	US+1		US+1			
1.1.053	2141	REGISTRATION LOGS	AC		AC		USED TO REGISTER PERSONS APPEARING BEFORE STATE AGENCIES	
1.1.055	4600	STRATEGIC PLAN	AC+6		AC+6	A	AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVAL REQUIREMENT MET BY SENDING REQUIRED COPIES OF COMPLETED AGENCY PLAN TO TEXAS STATE DEPOSITORY PROGRAM.	
1.1.057	711	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.070	2235	RULES AND REGULATIONS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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603 - PHARMACY BRANCH								
1.1.070	3356	POLICY & PROCEDURES MANUAL- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	5891	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.004	3330	FORMS INVENTORY	US		US			
2.1	3008	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6		DELETE AFTER 9/1/06	
2.1.007	3185	SOFTWARE PROGRAMS - PHARMACY INVENTORY CONTROL SYSTEM (PICS)	AC		AC		Vital Record. DOES NOT INCLUDE COMMERCIALY AVAILABLE SOFTWARE PROGRAMS. 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	
3.1	6720	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	3188	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.014	1328	EMPLOYMENT SELECTION NOTES	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.020	3348	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	

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4.4.001	3354	GENERAL LEDGER (MAINTAIN DISTRIBUTION & INVENTORY BALANCE OF DRUG STOCK)	FE+3		FE+3		Vital Record. PHARMACY INVENTORY CONTROL SYSTEM	
5.1.004	3327	REGION & COUNTY LISTS (MAILING ADDRESS & PHONE NUMBERS)	US		US			
5.1.004	3351	CLASS D PHARMACY MAILING LIST	US		US			
5.1.012	3710	PRICE LISTS (INCLUDES RABIES SLIDING SCALE, RABIES REIMBURSEMENT UPDATES, & CLASS 270 COMMODITY CODE BOOK)	US+3		US+3			
5.1.015	5116	CORRESPONDENCE/PACKAGES TRACKING RECORDS	1		1			
5.1.016	635	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2	3359	TEMPERATURE CHARTS FOR REFRIGERATION EQUIPMENT	FE+1		FE+1			
5.2.014	3352	INVENTORY, ANNUAL PHYSICAL (DRUG)	FE+3		FE+3		Vital Record.	
5.2.023	3355	AUTOMATED INVENTORY - YEAR-TO-DATE (ACTIVITY INCLUDES RABIES VACCINE, HUMAN RABIES IMMUNE GLOBULIN FORM C-69, REQUISITIONS, BILLS OF LADING AND RECEIVING REPORTS)	FE	3	FE+3		Vital Record. PHARMACY INVENTORY CONTROL SYSTEM	05-537-180
5.3.004	4357	SHIPPING ACKNOWLEDGEMENTS	AV		AV			
5.4.012	3320	SECURITY ACCESS RECORDS:INCLUDES SIGNATURE AUTHORIZATIONS AND ACCESS LOGS	AC+2		AC+2		Vital Record.	
5.4.013	3113	DISASTER RECOVERY PLAN	US		US		Vital Record.	

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