

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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 10. 106 No.

4. Records Series Item #		5. Agency Item #		7. RETENTION PERIOD			9. Remarks		10. 106 No.
Series Item #	Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks		
105 - CENTER FOR POLICY AND INNOVATION / CENTER FOR PROGRAM COORDINATION									
	6740	PROGRAM IMPROVEMENT, COORDINATION AND OPTIMIZATION INCLUDING BENCHMARKING	AC+1		AC+1		AC=SUBMISSION OF REPORT		
1.1	3865	LEGISLATIVE CORRESPONDENCE	5		5		RECORD COPY KEPT BY OFFICE OF GOVERNMENTAL RELATIONS. THIS COPY MAY HAVE BACKGROUND INFORMATION ATTACHED.		
1.1.004	4980	LEGISLATIVE APPROPRIATION REQUESTS	AC+6		AC+6		AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.		
1.1.007	2051	CORRESPONDENCE, ADMINISTRATIVE (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. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.		
1.1.008	5247	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	1		1		INCLUDES SOME E-MAIL.		
1.1.008	6761	GENERAL CORRESPONDENCE (MEDICAL COUNCIL) GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	1		1				
1.1.013	355	CALENDARS/APPOINTMENT BOOKS	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	401	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)		

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105 - CENTER FOR POLICY AND INNOVATION / CENTER FOR PROGRAM COORDINATION										
1.1.021	1927	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST			
1.1.024	2134	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS			
1.1.024	6764	PLANS AND PLANNING RECORDS (MEDICAL COUNCIL)	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.			
1.1.027	3864	PROPOSED LEGISLATION	AV		AV					
1.1.038	4195	CUSTOMER SURVEYS	AC		AC		AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.			
1.1.040	5541	REPORTS, PAPERS, SPEECHES - CONFERENCES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.			
1.1.043	6763	TRAINING MATERIALS (INCLUDES MEDICAL COUNCIL)	US+1		US+1		(INSTRUCTIONAL MATERIALS DEVELOPED BY MEDICAL COUNCIL FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.)			
1.1.055	3779	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.	05-537-508		
1.1.057	2046	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.			

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1.1.058	2734	MEETING MINUTES (INCLUDES HOSP DATA ADV COMM, STATEWIDE HEALTH COORD COUNCIL, INSTITUTIONAL REVIEW BOARD, HLTH PROF RESOURCE CTR; TEXAS HEALTH INFORMATION COUNCIL)	PM		PM	A		
1.1.063	2055	MEETING MINUTES/NOTES - STAFF	1		1			
1.1.063	6762	MEETING MINUTES (MEDICAL COUNCIL)	1		1			
1.1.064	3030	AGENCY PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+1	2	FE+3		Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.	
1.1.065	3778	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV			
1.1.066	5127	REPORTS - BIENNIAL OR ANNUAL AGENCY (NARRATIVE)	AC+6		AC+6	A	AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS.	
1.1.067	4932	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.	
1.1.068	4182	REPORTS ON PERFORMANCE MEASURES	AC+6		AC+6		AC=SEPT 1 OF ODD NUMBERED CALENDAR YEARS	
1.1.069	2064	EMPLOYEE REPORTS	1		1			
1.1.070	2033	RULES AND REGULATIONS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	916	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.074	4022	SUNSET ADVISORY COUNCIL REVIEW (INCLUDES BLUEPRINT)	AC+3		AC+3		AC=AFTER THE SUBSEQUENT SUNSET REVIEW.	

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3.1	6680	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	2065	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	2	2	MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.006	4459	EMPLOYEE COUNSELING RECORDS	AC+3	AC+3	AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.
3.1.014	1928	EMPLOYMENT SELECTION NOTES	2	2	Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	2066	EMPLOYEE SELECTION RECORDS/NOTES	2	2	Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.018	4482	GRIEVANCE RECORDS	AC+2	AC+2	Vital Record. AC=FINAL DECISION ON THE GRIEVANCE.
3.1.019	2067	PEFORMANCE APPRAISALS/JOURNALS	2	2	MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.020	2068	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5	AC+5	MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION. MORE SERIOUS THAN THIRD LEVEL POSITIVE PERFORMANCE.

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3.1.021	276	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT
3.1.022	5258	PERSONNEL INFORMATION OR ACTION FORMS	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.
3.1.023	149	POSITION JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.2	2082	PAYROLL WARRANT LISTINGS	1		1		
3.3.023	5217	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS (TRAVEL, EDUCATION, WORKSHOPS)	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.4.004	5019	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.006	4941	TIME SHEETS	4		4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.
3.4.007	5772	TIME OFF AND SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
4.5.006	5766	ANNUAL OPERATING BUDGETS	FE+3		FE+3		
5.1.001	2072	CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.1.004	5490	ADDRESS & TELEPHONE LISTINGS	US		US		
5.3	3686	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4		

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