

Automated Facsimile of SLR-105

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

4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

ORIGINAL SUBMISSION
 RECERTIFICATION
 REPLACEMENT PAGE
 ADDENDUM PAGE

10. 106 No.

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
846 - PREVENTIVE AND PRIMARY CARE UNIT (FAMILY PLANNING, BREAST & CERVICAL CANCER/PRIMARY HEALTH CARE/TITLE V/EPILEPSY)								
859		CERVICAL CANCER DIAGNOSTIC EVALUATIONS		PM		PM	COMPLETED FORMS ARE SCANNED AND MAINTAINED ON CD-ROMS. PAPER DESTROYED AFTER SCANNING.	
861		BREAST CANCER SCREENING RECORDS		PM		PM	COMPLETED FORMS ARE SCANNED AND MAINTAINED ON CD-ROMS. PAPER DESTROYED AFTER SCANNING.	
862		BREAST CANCER DIAGNOSTIC EVALUATIONS		PM		PM	COMPLETED FORMS ARE SCANNED AND MAINTAINED ON CD-ROMS. PAPER DESTROYED AFTER SCANNING.	
863		BREAST & CERVICAL CANCER DIAGNOSTIC DATABASE FILES		AV		AV	DATABASE UPDATED DAILY	
4480		STAGING (BREAST AND CERVICAL EXAM REPORTS)	AC+1	6		AC+7	AC= LAST DATE OF SERVICE OR THE 21ST BIRTHDAY OF A MINOR, WHICHEVER IS LATER. (22 TAC 165)	05-537-482
5129		AUTHORIZATION TO RELEASE	AC+1	6		AC+7	AC=LAST SERVICE DATE	05-537-368
1.1	1150	TITLE X FAMILY PLANNING ANNUAL REPORT		5		5	Vital Record.	
1.1	1565	TECHNICAL SUPPORT REQUESTS AND DOCUMENTATION	FE+2			FE+2	PROVIDED FOR TITLE X OR XX GRANT.	
1.1	1617	CONTRACTOR DATABASE	FE+2			FE+2		
1.1	4527	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6			AC+6	AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)	
1.1	4535	RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6			AC+6	45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE	
1.1	4536	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)		6		6	45 CFR 164.530 (j)(1)-(2)	

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ARCHIVAL CODES (Field 8)

A - Transfer to State
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VITAL Record (Include in Field 9)

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ORIGINAL SUBMISSION
 RECERTIFICATION
 REPLACEMENT PAGE
 ADDENDUM PAGE

4. Records Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

846 - PREVENTIVE AND PRIMARY CARE UNIT (FAMILY PLANNING, BREAST & CERVICAL CANCER/PRIMARY HEALTH CARE/TITLE V/EPILEPSY)									
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	
1.1	4537	ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC		RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER		
1.1	4538	ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION		
1.1	4539	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS- HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1		AC=DATE RECORD AMENDED OR REQUEST FILLED.		
1.1	4542	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS- HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION		
1.1.002	3741	AUDITS	AC+7		AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.		
1.1.006	4534	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT		
1.1.006	4608	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT		
1.1.007	3844	ADMINISTRATIVE 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.		
1.1.008	3748	GENERAL CORRESPONDENCE	1		1		INCLUDES SOME E-MAIL.		
1.1.011	3753	EXECUTIVE ORDERS	US+3		US+3	A	Vital Record.		

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APPROVED 11/2/2006

State of Texas
Records Retention Schedule

Page 3 11/8/2006

Automated Facsimile of SLR-105

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ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

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Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
1.1.013	3752	DESK 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.
1.1.014	3751	LEGAL OPINIONS AND ADVICE	AV	AV		R	
1.1.020	3750	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1	AC+1			AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)
1.1.021	3749	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2			AC=DATE OF DENIAL OF REQUEST
1.1.023	3755	ORGANIZATION CHARTS	US	US		A	
1.1.024	6517	PLANS AND PLANNING RECORDS	AC+3	AC+3		R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.
1.1.043	3756	TRAINING MATERIALS	US+1	US+1			
1.1.057	3767	TRANSITORY INFORMATION	AC	AC			AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.058	2077	FAMILY PLANNING ADVISORY COMMITTEE MEETING AGENDAS AND MINUTES	PM	PM		A	
1.1.060	1144	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN	AC+90 DA	AC+90 DA			AUDIOTAPES; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES
1.1.061	3838	MEETING NOTES	AC+90 DA	AC+90 DA			
1.1.062	3839	MEETINGS - SUPPORTING DOCUMENTATION	2	2		A	
1.1.063	3840	STAFF MEETING MINUTES	1	1			

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1.1.064	3841	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE+3		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.		
1.1.070	2074	AGENCY RULES, POLICIES AND PROCEDURES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.1.071	5723	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	5267	STATE PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE TO PUBLIC FOR AT LEAST TWO YEARS, THEN RETAINED TO MEET THEIR RECORDS SERIES' RETENTION PERIOD OR THE PERIOD FOR PUBLICATIONS, WHICH EVER IS LONGER. REQUIRED NUMBER OF COPIES PRINTED AT HHS PRINTING ARE SENT TO CLEARINGHOUSE. IF OUTSIDE PRINTER, PROGRAM MUST FORWARD REQUIRED NUMBER OF COPIES TO EXECUTIVE AND STAFF OPERATIONS (HHS PRINTING) FOR SUBMISSION TO CLEARINGHOUSE.		
2.1	3846	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6				
3.1	6750	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	4619	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		MAY CONTAIN CONFIDENTIAL DATA. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.		

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Page 5 11/8/2006

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3.1.014	3776	EMPLOYMENT SELECTION RECORDS		2	2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.019	3775	PEFORMANCE APPRAISALS/JOURNALS		2	2		MAY CONTAIN CONFIDENTIAL DATA. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.020	3774	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN CONFIDENTIAL DATA. AC=TERMINATION OF CORRECTIVE ACTION	
3.1.023	3772	POSITION JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.2	2754	PAYROLL WARRANT LISTINGS		1	1			
3.3.023	3771	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.4.007	3754	TIME OFF AND SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.5.006	1151	TITLE X GRANT INFORMATION	AC+FE+5		AC+FE+5		Vital Record. INCLUDES BUDGET, CORRESPONDENCE, FINAL GRANT PROPOSAL, CHANGES, AND RELATED DOCUMENTATION. TEXAS IS ON A 5-YEAR GRANT CYCLE, PER 42CFR59, SO INFORMATION WOULD NEED TO BE AVAILABLE DURING THE WHOLE GRANT PERIOD.	
5.1.016	5097	TELEPHONE MESSAGE NOTIFICATIONS		1	1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.3	3769	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			

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