

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

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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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500 - DIVISION FOR PREVENTION AND PREPAREDNESS

1.1	790	EL PASO CANCER SURVEY/INTV.	AC	3	AC+3		05-537-214; AC=END OF SURVEY	05-537-214
1.1.007	5644	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	4077	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.010	842	ASSOCIATESHIP POLICIES	US+1		US+1		(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	
1.1.013	783	APPOINTMENT BOOKS/CALENDARS	CE+1		CE+1	R	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	802	LEGAL OPINIONS/ADVICE	AV		AV	R		
1.1.023	2541	ORGANIZATION CHARTS	US		US	A		
1.1.027	2543	PROPOSED LEGISLATION	AV		AV		WILL BE RETAINED FE+3	
1.1.038	791	CUSTOMER SURVEYS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	
1.1.055	3049	STRATEGIC PLANS	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	480	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.063	789	MEETING MINUTES/NOTES (INTERNAL)	1		1			

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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1.1.064	4009	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.
1.2.001	798	DESTRUCTION SIGN-OFFS	FE+1	2	FE+3		
1.2.005	799	REC. RETENTION SCHEDULE	US		US		
1.2.006	800	REC. TRANSMITTAL FORMS	AC+1	1	AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER
1.2.008	801	REQ. FOR AUTHO. TO DISPOSE OF STATE RECORDS	FE+3		FE+3		
1.2.010	923	RECORDS DISPOSITION LOGS	10		10		CONVENIENCE COPY. SENT TO RECORDS MANAGEMENT OFFICER WHEN RECORDS ARE DESTROYED.
1.2.011	843	REC. CTR. STORAGE APPROVAL FORMS	US		US		
1.2.012	805	RECORDS INVENTORY WORKSHEETS	US		US		
2.1	3694	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6		
2.2.001	806	SYSTEM MONITORING RECORDS	AV		AV		
3.1	6705	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.

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Agency	Storage	Total	8. Archival	9. Remarks											
500 - DIVISION FOR PREVENTION AND PREPAREDNESS															
3.1.001	4107	APPLICATIONS FOR PERMANENT EMPLOY- MENT - NOT HIRED (RESUMES, TRANSCRIPTS, INTERVIEW NOTES, ETC.)	2	2						CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.					
3.1.014	810	EMPLOYMENT SELECTION RECORDS	2	2						Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.					
3.1.019	814	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	809	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5	AC+5						MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION					
3.1.021	816	DISCIPLINARY ACTIONS	AC+5	AC+5						Vital Record. MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT					
3.1.022	817	PERSONNEL ACTIONS FORMS	2	2						CONVENIENCE COPY. AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.					
3.1.023	818	POSITION DESCRIPTIONS	AC+2	2	AC+4					Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.					
3.2	3644	PAYROLL WARRANT LISTINGS	1	1											
3.3	819	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2						AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC					
3.3.023	797	TRAVEL AUTHORIZATION REQUESTS	FE+1	2	FE+3					TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.					
3.3.023	807	APPL. FOR EDUCATIONAL STUDY PROGRAM	FE+3	FE+3											

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3.4.002	820	LEAVE REPORTS	FE+3		FE+3	Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	828	TIME SHEETS	4		4	40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	4087	LEAVE REQUESTS	FE+3		FE+3	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.008	831	SICK LEAVE POOL DOCUMENTATION	FE+3		FE+3		
4.2.004	833	ENCUMBRANCE VOUCHERS/REQUISITIONS	FE+3		FE+3		
5.1.001	6742	CONTRACTS	AC	4	AC+4	FOR CONTRACT MANAGEMENT UNIT	
5.1.015	781	CORRESPONDENCE-LOGBOOKS	1		1		
5.1.016	3670	TELEPHONE MESSAGE NOTIFICATIONS	1		1	INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2.008	839	EQUIP. SERVICE AGREEMENTS	LA+3		LA+3		
5.2.010	4105	EQUIPMENT MANUALS	LA		LA		
5.2.014	4090	EQUIPMENT INVENTORY	FE+3		FE+3		
5.2.015	840	EQUIPMENT INVENTORY REMOVALS	FE+3		FE+3		
5.3	601	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4		
5.3.007	6743	BID DOCUMENTATION	FE+3		FE+3	FOR CONTRACT MANAGEMENT UNIT	

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5.4.001	813	ACCIDENT REPORTS & ASSOCIATED DOCUMENTATION	CE+2	3	CE+5		Vital Record. ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.
5.4.012	836	SECURITY ACCESS RECORDS	AC+2		AC+2		Vital Record.
5.5.001	841	TELECOMMUNICATIONS BILLING DETAIL	FE+3		FE+3		

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