

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

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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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824 - REGULATORY SERVICES - ENVIRONMENTAL AND CONSUMER SAFETY SECTION

	37	SPECIAL PROJECTS			3			
1.1	1039	REFERENCE FILES		AV		AV		
1.1	4046	MEDIA CONTACT REPORTS & INFORMATION		3		3		
1.1	4054	PARTNERSHIP AGREEMENTS		AV		AV	Vital Record.	
1.1	4055	INVESTIGATOR LOG BOOKS		AV		AV	AV=AFTER FINAL REPORT IS ENDORSED.	
1.1.002	4460	AUDITS (INCLUDES FDA EVALUATIONS)		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.	
1.1.004	5066	BIENNIAL BUDGET - LEGISLATIVE APPROPRIATIONS REQUESTS		AC+6		AC+6	A AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.	
1.1.006	5384	COMPLAINT FILES		AC+2		AC+2	AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	543	CORRESPONDENCE - ADMINISTRATIVE (INCLUDES GULF OF MEXICO INITIATIVE, SABINE RIVER AUTHORITY MEMOS-LAKE FORK)	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	4988	CORRESPONDENCE, GENERAL		1		1	Vital Record.	
1.1.010	569	GENERAL OFFICE PROCEDURES/DIRECTIVES		US+1		US+1	(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	
1.1.011	571	CHANGES TO REGULATIONS, POLICY/PROCEDURES, EXECUTIVE ORDERS		US+3		US+3	A Vital Record.	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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Series Item # 5. Agency Item #

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Agency Storage Total 8. Archival 9. Remarks

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Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
1.1.013	4498	ITINERARY INFORMATION, INCLUDING CALENDERS AND APPOINTMENTS	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	4025	LEGAL OPINIONS & ADVICE	AV		AV	R	PAPER RETAINED 1 YEAR, THEN SCANNED TO CD AND DESTROYED. THE CD IS KEPT UNTIL NO LONGER ADMINISTRATIVELY VALUABLE. AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
1.1.019	21	NEWS OR PRESS RELEASES	2		2	R	
1.1.020	4365	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	1497	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST
1.1.023	697	ORGANIZATION CHARTS	US		US	A	
1.1.027	2625	LEGISLATION/FISCAL NOTES	AV		AV		
1.1.027	4237	PROPOSED LEGISLATION	AV		AV		AV=AFTER CURRENT SESSION PLUS 2 SESSIONS
1.1.038	4604	CUSTOMER SURVEYS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.040	4573	REPORTS & PAPERS - CONFERENCE	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.040	4673	SPEECHES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.041	2756	SUGGESTIONS	1		1		

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4. Records Series Item #		5. Agency Item #	6. Records Series Title		7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
Series Item #	Item #		Agency	Storage	Total					
824 - REGULATORY SERVICES - ENVIRONMENTAL AND CONSUMER SAFETY SECTION										
1.1.043	4036	TRAINING MATERIALS	US+1		US+1					
1.1.048	4753	LITIGATION FILES	AC+1		AC+1		R			
1.1.055	4050	STRATEGIC PLANS	1+AC1+AC2+5		1+AC1+AC2+5		A	AC1=DATE PAPER SCANNED TO OPTICAL DISK. AFTER SCANNING PAPER IS DESTROYED. AC2=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVAL REQUIREMENT MET BY SENDING COPIES TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM. THE OPTICAL DISK IS KEPT FOR THE REMAINDER OF THE RETENTION PERIOD.		
1.1.056	732	ADA DOCUMENTATION	3		3					
1.1.057	5093	TRANSITORY INFORMATION	AC		AC			AC=PURPOSE OF RECORD HAS BEEN FULFILLED.		
1.1.058	19	MEETING MINUTES/AGENDAS	PM		PM		A			
1.1.058	2035	SUB-COMMITTEE MEETING MINUTES (INCLUDES FISH SAMPLING)	PM		PM		A			
1.1.060	5605	PUBLIC HEARING RELATED VIDEO/AUDIO RECORDINGS - SALVAGE, DRUG DISTRIBUTOR, MEDICAL DEVICE	AC+90DA+AV		AC+90DA+AV			AUDIO & VIDEO; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY. THERE IS CONTINUAL AND ON-GOING NEED TO REFER TO THESE RECORDS TO ANSWER HEALTH/MEDICAL PROBLEMS RELATED TO DEVICE, DRUG & COSTMETIC SALVAGE BROKERS & ESTABLISHMENTS.		
1.1.061	5624	MEETINGS - NOTES (INCLUDING ADVISORY COMMITTEE NOTES)	AC+90 DA		AC+90 DA			AC=APPROVAL OF THE FORMAL MINUTES BY THE GOVERNING BODY		

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1.1.062	5604	PUBLIC HEARING RELATED DOCUMENTS - SALVAGE, DRUG DISTRIBUTOR, MEDICAL DEVICE	2+AV		2+AV		PAPER RETAINED TWO YEARS, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT UNTIL AV, AV=NEEDED FOR REGULATORY ACTIVITIES OR REVIEW. THERE IS A CONTINUAL AND ONGOING NEED FOR THE PUBLIC TO HAVE ACCESS TO THESE DOCUMENTS DEALING WITH MEDICAL DEVICE, DRUG & COSMETIC SALVAGE BROKERS & ESTABLISHMENTS.
1.1.062	5630	MEETINGS - SUPPORTING DOCUMENTATION	2		2	A	
1.1.063	145	STAFF MEETING NOTES	1		1		
1.1.063	3340	MEETING MINUTES/NOTES - STAFF	1		1		
1.1.064	527	EMPLOYEE WEEKLY ACTIVITY REPORT- DOCUMENTATION FOR PERFORMANCE MEASURES	FE+3		FE+3		Vital Record.
1.1.064	2611	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.
1.1.065	1551	RAW DATA FOR REPORTS, STUDIES, AND SURVEYS - NON-FISCAL REPORTS	AV		AV		INCLUDES RAW DATA FOR INSPECTION REPORTS/SAMPLE RECORDS.
1.1.065	4033	RAW DATA FOR REPORTS & PAPERS - CONFERENCE	AV		AV		AV=NEEDED TO CONDUCT REGULATORY ACTIVITES OR REVIEW.
1.1.067	32	BIANNUAL/QUARTERLY PROGRESS REPORT	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.
1.1.067	158	REPORTS - MSA - ADMINISTRATIVE, CONSOLIDATION REPORT OF SLAUGHTER & PROCESSING STATISTICS	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.

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Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
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1.1.067	724	REPORTS & STUDIES (NON-FISCAL)	3		3	R	MISCELLANEOUS NON-FISCAL REPORTS; IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
1.1.067	3168	ANNUAL/QUARTERLY REPORTS	3		3	R	Vital Record. 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	2635	REPORTS: PERFORMANCE & FUNDS MANAGEMENT, PERFORMANCE MEASURES	AC+6		AC+6		AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS
1.1.069	5067	ACTIVITY OR WORKLOAD MONITORING	1		1		
1.1.070	726	RULES, REGULATIONS, POLICIES & PROCEDURES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	2030	OYSTER AND CRABMEAT RULES, POLICIES & PROCEDURES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	2805	INTERNAL POLICIES & PROCEDURES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	2814	FDA COMPLIANCE RULES & REGULATIONS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	3900	POLICY & PROCEDURES MANUAL- FINAL	AC+3		AC+3	R	Vital Record. C=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	5741	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.2.003	6249	FORMS HISTORY FILE	AC+1		AC+1		AC=DISCONTINUANCE OF USE OF FORM
1.2.005	5133	RECORDS RETENTION SCHEDULE	US		US		CONVENIENCE COPY. RECORD HOLDER IS RECORDS MANAGEMENT OFFICER.

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824 - REGULATORY SERVICES - ENVIRONMENTAL AND CONSUMER SAFETY SECTION

1.2.006	736	RECORDS TRANSMITTAL FORMS	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER	
1.2.008	743	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS	FE+3		FE+3		CONVENIENCE COPY. RECORD HOLDER IS RECORDS MANAGEMENT OFFICER.	
1.2.010	5131	RECORDS DISPOSITION LOGS	10		10		CONVENIENCE COPY. SENT TO RECORDS MANAGEMENT OFFICER WHEN RECORDS ARE DESTROYED.	
1.2.011	749	RECORD CENTER STORAGE APPROVAL FORMS	US		US		CONVENIENCE COPY. RECORD HOLDER IS RECORDS MANAGEMENT OFFICER.	
1.2.012	751	RECORDS INVENTORY WORKSHEETS	US		US		CONVENIENCE COPY. RECORD HOLDER IS RECORDS MANAGEMENT OFFICER.	
1.2.013	759	RECORDS CONTROL MATERIALS	AC		AC		AC=WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED	
1.2.014	762	RECORDS MANAGEMENT PLAN	US+1		US+1			
1.3.001	4271	STATE PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO EXECUTIVE AND STAFF OPERATONS (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.	
1.3.002	4523	PUBLICATION DEVELOPMENT FILES	AV		AV	R		
3.1	1555	INVENTORY WORKSHEETS FOR ISSUED EQUIPMENT & SUPPLIES	US		US		AC=EMPLOYEE TERMINATES (CONVENIENCE COPY)	

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Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
3.1	6744	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	1977	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	2		2		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.006	6251	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		AC=TERMINATION OF COUNSELING
3.1.012	951	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS	2		2		
3.1.013	5140	EMPLOYMENT CONTRACTS - TEMPS/TELECOMMUTING	AC+4		AC+4		Vital Record. AC=TERMINATION OF CONTRACT
3.1.014	972	EMPLOYMENT SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.018	1073	GRIEVANCE RECORDS	AC+2		AC+2		Vital Record. MAY CONTAIN SOME CONFIDENTIAL INFORMATION / AC=FINAL DECISION ON GRIEVANCE
3.1.019	1087	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	1137	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	1139	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5		Vital Record. MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT

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3.1.022	1155	PERSONNEL INFORMATION OR ACTION FORMS	2		2		CONVENIENCE COPY. AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.
3.1.023	1169	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.027	3824	EMPLOYEE TRAINING FILES	AC+6		AC+6		AC=AFTER TERMINATION OF EMPLOYEE. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))
3.1.037	4041	EMPLOYEE RECOGNITION RECORDS	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT; FORWARD PRINTED COPY TO HHS MANAGER FOR HUMAN RESOURCE RECORDS FOR EMPLOYEE MASTER PERSONNEL FILE.
3.2	2612	PAYROLL WARRANT LISTINGS	1		1		
3.2.002	97	EMPLOYEE EARNINGS RECORDS	4		4		Vital Record.
3.3	1196	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		PAPER, ELECTRONIC. AC=COMPLETION OF CLASS
3.3.015	101	PERSONNEL AUDITS	US+3		US+3		CONVENIENCE COPY
3.3.020	784	WORK SCHEDULES/ASSIGNMENTS / FLEXIBLE WORK SCHEDULES	1		1		MAY CONTAIN CONFIDENTIAL INFORMATION
3.3.023	728	REIMBURSABLE ACTIVITIES	FE+3		FE+3		INCLUDES TRAVEL, EDUCATIONAL LEAVE, COLLEGE CLASSES OR WORKSHOPS. TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.3.025	6254	JOB PROCEDURE RECORDS	US+3		US+3		
3.3.026	1199	STAFFING REPORTS	US+3		US+3		

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3.3.030	4768	STAFF TRAINING ADMINISTRATION RECORDS	US+2		US+2			
3.3.031	50	EEO REPORTS & SUPPORT DOCUMENTATION	3		3			
3.4	2605	LEAVE REPORTS, LOGS, & DOCUMENTATION	FE+3		FE+3		SLB DAY, ADM LEAVE, OT & COMP TO LAPSE, ESL, FMLA; MAY CONTAIN CONFIDENTIAL DATA.	
3.4.001	2606	ANNUAL TO SICK LAPSE/CONVERT REPORTS	FE+3		FE+3		LEAVE REPORTS SENT TO CONVERT/LAPSE ANNUAL TO SICK AT END OF FISCAL YEAR.	
3.4.004	1210	OVERTIME AUTHORIZATIONS	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	1232	TIME CARDS AND TIME SHEETS	4		4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	1252	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.008	1257	SICK LEAVE POOL DOCUMENTATION	FE+3		FE+3			
4.1.001	2715	ACCOUNTS PAYABLE DETAIL	FE+3		FE+3		INCLUDES SEAFOOD AND AQUATIC LIFE RECORDS.	
4.1.001	2718	OYSTER FEE REPORTS (EXPENDITURES)	FE+3		FE+3			
4.1.001	2906	LAB BILLING FOR FISH SAMPLING	FE+3		FE+3			
4.1.004	2645	ENCUMBRANCE DETAIL	FE+3		FE+3			
4.2.002	6734	DAILY REMITTANCES	FE+3		FE+3			
4.2.004	2646	ENCUMBRANCE VOUCHERS	FE+3		FE+3			
4.2.005	6258	PURCHASES	FE+3		FE+3		(PURCHASE VOUCHERS)	

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4. Records

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6. Records Series Title

7. RETENTION PERIOD

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4.3.002	2190	OYSTER SALES FEE RECORDS (RECEIPTS)	FE+3		FE+3		
4.3.002	2647	RECEIPTS, JOURNALS, OR REGISTERS	FE+3		FE+3		
4.4	3715	REMITTANCE REPORTS	FE+4		FE+4		
4.4.002	2649	ACCOUNTS RECEIVABLE - OVERTIME	FE+3		FE+3		Vital Record.
4.5	1	BUDGET REQUESTS/REPORTS	6		6		Vital Record.
4.5.001	2650	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3		FE+3		
4.5.002	2614	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3		FE+3		
4.5.006	2652	ANNUAL OPERATING BUDGETS	FE+3		FE+3		
4.6.001	2653	MONTHLY BALANCING RECORDS	FE+3		FE+3		
4.6.002	2654	RECONCILIATIONS	FE+3		FE+3		
4.7.001	2657	ACCOUNTING POLICIES & PROCEDURE MANUALS	US+3		US+3		Vital Record.
4.7.002	2615	BANK STATEMENTS (PROCARD STATEMENTS)	FE+3		FE+3		
4.7.008	888	FEDERAL GRANT RECORDS (ASBESTOS LOCAL PROGRAM QUARTERLY REPORTS & RELATED DOCUMENTATION-INCLUDES EL PASO & FORMERLY DALLAS & HOUSTON)	AC+4		AC+4		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
5.1.001	2660	FEDERAL GRANTS/CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.1.001	2661	CONTRACTS (LABORATORY/OTHERS)	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS

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5.1.001	4056	PERFORMANCE BASED CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.1.003	378	DELIVERY REPORTS	2		2		
5.1.004	541	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US		
5.1.005	198	COPIER/POSTAGE RECORDS	FE+3		FE+3		
5.1.007	2663	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV		
5.1.011	1258	PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS	AV		AV		
5.1.015	373	LOGS FOR CORRESPONDENCE/PACKAGES FROM US POSTAL SERVICE OR PRIVATE COURIERS / CERTIFIED MAIL BOOKS	1		1		
5.1.016	2851	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.
5.2.004	1260	BUILDING SPACE REQUESTS	1		1		
5.2.008	391	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3		ADMIN REPAIR LOG; FIN. CONTRACTS & AGREEMENTS
5.2.009	199	INVENTORY REPORT	FE+3		FE+3		CONVENIENCE COPY. RECORD HOLDER IS EXECUTIVE AND STAFF OPERATIONS.
5.2.010	1261	EQUIPMENT MANUALS	LA		LA		
5.2.014	1263	INVENTORY - ANNUAL PHYSICAL	FE+3		FE+3		
5.2.015	1540	INVENTORY, NOTICES OF EQUIPMENT REMOVED FORM	FE+3		FE+3		

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Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
5.2.016	5105	INVENTORY SYSTEM UPDATE LISTINGS	AC		AC		
5.2.017	1541	LOST AND STOLEN PROPERTY REPORTS	FE+3		FE+3		
5.2.019	1542	BUILDING MAINTENANCE/WORK ORDERS, LOGS & DOCUMENTATION	1		1		
5.2.023	1545	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING)	FE+3		FE+3		
5.2.025	2673	EQUIPMENT SPECIFICATIONS (PURCHASING DOCUMENTATION)	AC+2		AC+2		
5.2.027	417	SPACE UTILIZATION REPORTS	AV		AV		
5.3	209	OFFICE SUPPLY REQUESTS	FE		FE		
5.3	2675	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4		
5.3	3174	SUBSCRIPTIONS	FE+1		FE+1		
5.3.002	2676	FREIGHT BILLS PAID	FE+3		FE+3		
5.3.003	2677	FREIGHT CLAIMS	AC+2		AC+2		AC=RESOLUTION OF CLAIM
5.3.005	2616	PACKING SLIPS	AV		AV		
5.3.007	2679	BID/PURCHASING DOCUMENTATION	FE+3		FE+3		
5.3.008	2680	PURCHASING LOGS	FE+3		FE+3		
5.3.009	1938	REQUESTS FOR INFORMATION (FOR PURCHASES)	AC		AC		AC=DATE OF DIRECT PURCHASE, ISSUANCE OF REQUEST FOR BIDS OR DECISION NOT TO PROCEED WITH THE PROCUREMENT, AS APPLICABLE.

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5.4.001	991	ON-THE-JOB INJURY/ACCIDENT REPORTS & DOCUMENTATION	CE+5		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.
5.4.002	1548	EVACUATION PLANS	US		US		
5.4.011	2607	VISITOR CONTROL REGISTERS	3		3		
5.4.012	2609	SECURITY ACCESS RECORDS	AC+2		AC+2		Vital Record. KEYS, CARDS, LOGS, ACCESS/IDS, FDA & BFDS BADGES
5.4.013	733	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US		Vital Record.
5.5.001	1598	BILLING DETAIL-TELECOMMUNICATIONS (OTHER THAN TEX-AN)	FE+3		FE+3		
5.5.002	455	FAX LOGS/LONG DISTANCE LOGS	AV		AV		PAPER, ELECTRONIC
5.5.003	2610	INCOMING/OUTGOING INDIVIDUAL TELEPHONE ACTIVITY	AV		AV		INCLUDES COUNT OF RECEPTION DESK
5.5.007	573	DISPUTED CALL DOCUMENTATION	FE+3		FE+3		
5.6.003	3595	MAINTENANCE/REPAIR LOGS - VEHICLES	LA+1		LA+1		
5.6.005	2185	VEHICLE USE REPORTS (MILEAGE REPORTS - SUBURBANS-INCLUDES MAINTENANCE/REPAIR LOGS)	FE+3		FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.
5.6.007	2230	VEHICLE TITLES & REGISTRATIONS	AC		AC		Vital Record.
5.6.009	1560	PARKING PERMITS OR ASSIGNMENTS	US		US		

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