

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

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ADDENDUM PAGE

4. Records

7. RETENTION PERIOD

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

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
		300 - REGIONAL AND LOCAL SERVICES						
	6413	EXPIRED CERTIFICATION FILES	AC+1		AC+1		AC=DATE OF NOTIFICATION THAT CERTIFICATION HAS EXPIRED	
	6416	INCOMPLETE/NOT APPROVED APPLICATIONS	AC+1		AC+1		AC=DATE OF NOTIFICATION THAT APPLICATION IS INCOMPLETE OR NOT APPROVED.	
	6419	ELECTRONIC CERTIFICATION FILES	AC+2		AC+2		AC=DATE OF NOTIFICATION THAT CERTIFICATION HAS EXPIRED.	
	6420	ELECTRONIC NOT APPROVED CERTIFICATION FILES	AC+2		AC+2		AC=DATE OF NOTIFICATION THAT APPLICATION IS INCOMPLETE OR NOT APPROVED	
	6421	ELECTRONIC COPIES OF CERTIFICATES AND IDENTIFICATION CARDS	AC+1		AC+1		AC=DATE OF CERTIFICATION EXPIRATION.	
1.1	1003	CONTINUING EDUCATION PROGRAM ACTIVITY FILES (CME, WE, CUES, SW, & RS)	2	4	6		Vital Record. ACCREDITATION REQUIRES 6 YEARS OF RETENTION.	05-537-226
1.1	1448	PROGRAM OBJECTIVES - EVALUATION (COMMUNITY MOBILIZATION)	AC+3		AC+3		AC=ACTIVITY COMPLETED	
1.1	1705	REGIONAL QUARTERLY REPORTS (COMMUNITY MOBILIZATION)	AC+3		AC+3			
1.1	3728	LOCAL (COUNTY) PUBLIC HEALTH SYSTEMS DEVELOPMENT (COMMUNITY MOBILIZATION)	AC+3		AC+3			
1.1	3942	HEALTH AUTHORITY APPOINTMENTS	AV		AV	R		
1.1	5667	CONTINUING EDUCATION MEETING MINUTES-OFFICIAL	FE+2		FE+2			
1.1.007	3020	INNOVATION GRANT CONTRACTOR FILES	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.	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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300 - REGIONAL AND LOCAL SERVICES

1.1.007	3924	CORRESPONDENCE, ADMINISTRATIVE (ADMINISTRATION) 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	3925	CORRESPONDENCE, GENERAL (ADMINISTRATIVE SUPPORT)	1		1		INCLUDES SOME E-MAIL.	
1.1.008	3939	LOCAL HEALTH DEPARTMENT WORKING FILES (CORRESPONDENCE)	3		3	R	Vital Record.	
1.1.013	3682	CALENDARS, APPOINTMENTS, ITINERARIES	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.	
1.1.019	1603	NEWS OR PRESS RELEASES (COMMUNITY MOBILIZATION) 2			2	R		
1.1.020	6417	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST FULFILLED	
1.1.021	6418	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.	
1.1.023	3683	ORGANIZATION CHARTS	US		US	A		
1.1.024	3953	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.027	3022	PROPOSED LEGISLATION	AV		AV			
1.1.040	3911	SPEECHES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	4937	TRAINING MATERIALS	US+1		US+1			

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1.1.057	484	TRANSITORY INFORMATION	AC	AC			AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	6414	ADVISORY COMMITTEE MEETING MINUTES AND AGENDAS	PM	PM		A	SEND A COPY TO THE STATE ARCHIVIST WHEN MINUTES APPROVED.	
1.1.059	6415	ADVISORY COMMITTEE MEETING AUDIO TAPES	AC+90DA	AC+90DA			AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF THE AGENCY.	
1.1.060	1651	TAPES FROM LEGISLATIVE MEETINGS (PHP)	AC+90 DA	AC+90 DA			AUDIOTAPES; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES FROM MEETING	
1.1.061	3044	LEGISLATIVE MEETING NOTES (PHP)	AC+90 DA	AC+90 DA			AC=OFFICIAL APPROVAL OF WRITTEN MINUTES	
1.1.062	3043	LEGISLATIVE MEETINGS SUPPORTING DOCUMENTATION (PHP)	2	2		A		
1.1.063	3903	MEETING MINUTES/NOTES-STAFF	1	1				
1.1.065	3938	EVALUATION FORMS (TVHC)	AV	AV				
1.1.067	3923	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.	
1.1.067	3940	L-1 QUARTERLY ACTIVITY REPORT (LOCAL HEALTH DEPARTMENT)	3	3		R	REPORTS ALSO MAINTAINED ON HARD DISK (AGENCY ITEM NO. 3941)	
1.1.067	3941	L-1 QUARTERLY ACTIVITY REPORTS (LOCAL HEALTH DEPARTMENT)	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.	
1.1.069	3907	REPORTS, EMPLOYEES & ACTIVITY	1	1				
1.1.070	3905	POLICIES & PROCEDURES MANUAL- FINAL	AC+3	AC+3		R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	

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1.1.071	920	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	3913	FORMS HISTORY FILE	AC+1		AC+1		AC=DISCONTINUANCE OF USE OF FORM
1.3.002	3906	PUBLICATION DEVELOPMENT FILES	AV		AV	R	SLIDES, AUDIO TAPES, TRANSPARENCIES
2.2.004	3947	COMPUTER JOB SCHEDULES AND REPORTS	3 MO		3 MO		
3.1	3937	PERSONNEL ACTION LOG BOOK	1		1		
3.1	6694	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	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	3936	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	3920	EMPLOYMENT SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.019	481	PERFORMANCE 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	483	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION

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3.1.021	3890	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5	Vital Record. AC=TERMINATION OF EMPLOYMENT; MAY CONTAIN CONFIDENTIAL DATA
3.1.023	3916	POSITION/JOB DESCRIPTIONS	AC+4		AC+4	Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.2	5625	PAYROLL WARRANT LISTINGS	1		1	
3.3	3912	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	AC=COMPLETION OF TRAINING
3.3.023	5636	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS (INCLUDES TRAVEL AUTHORIZATION REQUESTS)	FE+3		FE+3	TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.4.002	5623	LEAVE REPORTS	FE+3		FE+3	Vital Record. MAY CONTAIN CONFIDENTIAL DATA. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.004	5006	OVERTIME AUTHORIZATION	2		2	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.006	3934	TIME CARDS & TIME SHEETS	4		4	40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.
3.4.007	3935	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
4.4.002	6100	ACCOUNTS RECEIVABLE LEDGERS	FE+3		FE+3	Vital Record. REMITTANCE LISTS INCLUDE DEPOSITS, REGISTRATION FEES FOR CONTINUING EDUCATION.
4.5	720	BUDGET REVISIONS	FE+3		FE+3	
4.5.006	725	LOCAL HEALTH DEPARTMENT BUDGETS	FE+3		FE+3	

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5.1	3933	VOLUNTEER AGREEMENTS/MEDICAL INFORMATION	AC+5		AC+5		AC=DISCONTINUANCE OF PARTICIPATION	
5.1.004	3025	MAIL AND TELECOMMUNICATIONS LISTINGS (ADDRESS AND TELEPHONE LISTINGS)	US		US		INCLUDES OUTLOOK DISTRIBUTION LISTS.	
5.1.015	3926	CORRESPONDENCE LOG BOOK	1		1			
5.1.016	1309	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2	3930	PROPERTY INVENTORY/TRANSFER RECORDS	AC		AC		AC=INFORMATION IS PUBLISHED OR CORRECTED ON ANNUAL PHYSICAL INVENTORY BY PROPERTY OFFICE.	
5.3	3027	INNOVATION GRANT REQUESTS FOR PROPOSALS, FREQUENTLY ASKED QUESTIONS AND ANSWERS	FE+3		FE+3		PUBLISHED ON WEBSITE	
5.3	4409	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.3.007	3023	REQUEST FOR PROPOSALS FOR TDH/DSHS INNOVATION GRANTS	FE+3		FE+3			
5.3.008	5665	PURCHASING LOGS	FE+3		FE+3			
5.4.001	5663	ACCIDENT REPORTS AND 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.	

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