

**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

X 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.

600 - REGULATORY SERVICES, DIVISION FOR									
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks		
1.1	6152	PUBLIC INFORMATION REQUESTS DETAIL			2				
1.1.007	688	CORRESPONDENCE, ADMINISTRATIVE			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	1323	GENERAL CORRESPONDENCE			1			INCLUDES SOME E-MAIL.	
1.1.013	6157	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	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	6153	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1			AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.040	1002	SPEECHES	AC		AC		R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.057	1322	TRANSITORY INFORMATION	AC		AC			AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.067	1621	REPORTS AND STUDIES (NON-FISCAL)			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	696	REPORTS, EMPLOYEE			1				
1.1.070	6155	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	6156	AGENCY RULES, POLICIES, AND PROCEDURES-WORKING FILES	AC+3		AC+3		R	Vital record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset

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600 - REGULATORY SERVICES, DIVISION FOR

3.1	6717	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	702	APPLICATION & RESUMES OF PEOPLE NOT HIRED	2		2		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.014	1324	EMPLOYEE SELECTION NOTES	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.018	857	GRIEVANCE RECORDS	AC+2		AC+2		Vital Record; AC=FINAL DECISION ON THE GRIEVANCE.	
3.1.019	1326	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	1325	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.1.037	1536	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	1367	PAYROLL WARRANT LISTINGS	1		1			
3.3	1612	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC= COMPLETION OF CLASS	

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600 - REGULATORY SERVICES, DIVISION FOR

3.3.023	1611	REIMBURSABLE ACTIVITIES, REQUESTS TO ENGAGE IN	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.4.004	4978	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.007	708	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		MUST STAY ON RETENTION SCHEDULE UNTIL DESTRUCTION OF SEPT. 2005 TIME SHEETS. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.2.005	6154	PURCHASE VOUCHERS	FE+3		FE+3			
5.1.004	687	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US			
5.1.015	689	CORRESPONDENCE LOGBOOKS	1		1			
5.1.016	4151	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.3	2969	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.6.003	6165	INSPECTION, REPAIR AND MAINTENANCE RECORDS - VEHICLES	LA+1		LA+1			
5.6.005	5834	VEHICLE USE REPORTS-OPERATION LOGS	FE+3		FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.	
5.6.005	6166	VEHICLE USE REPORTS	FE+3		FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	

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