

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

REPLACEMENT PAGE

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.
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117 - REVENUE MANAGEMENT UNIT

1.1.007	6229	CORRESPONDENCE, ADMINISTRATIVE	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	6230	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL	
1.1.024	6231	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.063	6232	STAFF MEETING MINUTES AND NOTES	1		1			
1.1.070	6233	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	6234	AGENCY RULES, POLICIES, AND PROCEDURES - WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES, OR PROCEDURES	
1.2.006	6235	RECORDS TRANSMITTALS FORMS	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER	
3.1	6685	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	6380	APPLICATIONS FOR EMPLOYEMENT - NOT HIRED	2		2		AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.014	6236	EMPLOYEE SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	

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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3.3.025	6237	JOB PROCEDURE RECORDS	US+3		US+3			
3.3.030	6238	TRAINING ADMINISTRATION RECORDS	US+2		US+2			
3.4.006	6381	TIME CARDS AND TIME SHEETS	4		4		AccessHR ASSUMED THIS FUNCTIONALITY ON OCTOBER 2005. PRINTED AND SIGNED TIME SHEETS FORWARDED TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007	6382	TIME OFF AND SICK LEAVE REQUESTS	FE+3		FE+3		AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.	
4.1.002	299	BILLING DETAIL ON FEES FOR SERVICE	6 MO	6Y6MO	7		(ELECTRONIC RECORDS KEPT IN PROGRAM AND IN CENTRALIZED BILLING SYSTEM-CBS.) FEES FOR SERVICES DOES NOT INCLUDE LONG DISTANCE BILLING; RETENTION BASED ON HIPAA REQUIREMENTS FOR MEDICARE-45 CFR 164.530 (j)(1)-(2).	05-537-345
4.2.001	646	CASH DEPOSIT VOUCHERS	FE+1	3	FE+4		RETENTION IS BASED ON FEDERAL GUIDELINES.	05-537-028
4.2.002	647	CASH RECEIPTS	FE+3		FE+3		Vital Record.	
4.2.002	1822	CASH PROCESSING CONTROL RECORDS	FE	3	FE+3		Vital Record.	05-537-027
4.2.003	648	DAILY CASH RECEIPT LOG	FE+3		FE+3			
4.2.003	1823	CASH ROOM LISTING OF DAILY REMITTANCE	FE+6 MO	2Y6MO	FE+3			05-537-030
4.2.003	1824	CASH CONTROL DAILY PRINTOUTS/BACK-UP	FE+1	2	FE+3			05-537-026
4.2.003	2531	CASHIER BACK-UP DOCUMENTS	FE+1	2	FE+3			05-537-065
4.3	1292	LITERATURE INVOICES/REMITTANCE ADVICES (formerly TCADA)	AV		AV		DESTROY AFTER ELECTRONICALLY POSTED	

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4.7.003	5.859	6. RETURNED CHECKS/WARRANTS/DRAFTS (UNCOLLECTABLE)	FE+4	FE+4	
5.1.007	6.239	7. REQUISITIONS FOR IN-AGENCY/INTER-AGENCY COPY/PRINTING SERVICE	AV	AV	
5.1.016	6.379	8. TELEPHONE MESSAGE NOTIFICATIONS	1	1	

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