

**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

Series Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency

Storage

Total

8. Archival

9. Remarks

10. 106 No.

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
111 - RISK MANAGEMENT (DSHS, TDH, MHMR, TCADA & THCIC specific records)							
5.4	1704	REVIEW OF APPROPRIATE LICENSURE FOR OPERATION OF MOTOR VEHICLE (KEPT WITH PERFORMANCE APPRAISALS)	2		2		FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.
5.4	1945	COPY OF MOVING AND NON-MOVING TRAFFIC VIOLATIONS (KEPT WITH PERFORMANCE APPRAISALS)	2		2		FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.
5.4	3036	SAFETY TRAINING RECORDS (NON-HAZARDOUS MATERIALS)	CE+5		CE+5		
5.4	3773	DRIVING HISTORIES OF EMPLOYEES (RISK MANAGEMENT)	AC+5		AC+5		AC=TERMINATION OF EMPLOYEE
5.4	4453	INCIDENT REPORTS/ACCIDENT/INJURY REPORTS OF NON-STATE EMPLOYEES ON STATE PROPERTY	AC		AC		L-33 FORMS. AC=STATUTE OF LIMITATIONS; CLAIMANT REQUIRED TO GIVE NOTICE OF INJURY WITHIN 6 MONTHS OF THE INCIDENT OR THE ACTION IS BARRED (UNLESS THERE IS ACTUAL KNOWLEDGE OF THE INJURY IN THE AGENCY); ACTION BARRED IF SUIT NOT FILED WITHIN 2 YEARS FROM THE DATE OF THE INJURY. (SEE 1.1.048 IF INJURY RESULTS IN LAWSUIT)
5.4	4624	MOVING AND NON-MOVING TRAFFIC VIOLATIONS (RISK MANAGEMENT)	5		5		
5.4	4627	REVIEW OF DRIVING RECORD BEFORE TDH/DSHS EMPLOYMENT DATE (RISK MANAGEMENT)	AV		AV		OFFICE OF CRIMINAL INVESTIGATIONS FORWARDS THEIR REPORT TO RISK MANAGER FOR RETENTION.
5.4	4628	ACCIDENTS WITH THIRD PARTY CLAIMS BASED ON VIOLATIONS OF THE LAW OR ETHICAL STANDARDS (RISK MANAGEMENT)	AV		AV		OFFICE OF CRIMINAL INVESTIGATIONS FORWARDS THEIR REPORT TO RISK MANAGER FOR RETENTION.
5.4	4633	APPROVED DRIVERS LIST (RISK MANAGEMENT)	AV		AV		
5.4	5545	ERGONOMIC REPORTS FROM SORM	AC+2		AC+2		AC=IMPLEMENTATION OF SORM RECOMMENDATIONS

RETENTION CODES (Field 7)

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

MO - Months  
PM - Permanent  
US - Until Superseded

ARCHIVAL CODES (Field 8)

A - Transfer to State  
R - Review by State

VITAL Record (Include in Field 9)

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111 - RISK MANAGEMENT (DSHS, TDH, MHMR, TCADA & THCIC specific records)

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
5.4.001	456	ACCIDENT REPORTS & ASSOCIATED DOCUMENTATION	CE+5		CE+5		Vital Record. MAY CONTAIN SOME CONFIDENTIAL INFORMATION	
5.4.002	76	EVACUATION PLANS	US		US			
5.4.003	262	SAFETY INSPECTIONS	AC+2	1	AC+3		AC=INSPECTION, OR DATE OF CORRECTION OF DEFICIENCY, IF REPORT SHOWS DEFICIENCY	05-537-250
5.4.003	2973	INSPECTION RECORDS	AC+3		AC+3		AC=INSPECTION, OR DATE OF CORRECTION OF DEFICIENCY, IF REPORT SHOWS DEFICIENCY	
5.4.004	1491	FIRE ORDERS	AC+3		AC+3		AC=DEFICIENCY CORRECTED	
5.4.007	96	HAZARDOUS MATERIALS TRAINING RECORDS	5		5			
5.4.009	187	HAZARD COMMUNICATION WORKPLACE CHEMICAL LIST	30		30		Vital Record.	
5.4.013	1516	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US		Vital Record.	
5.6.004	4335	DRIVING HISTORY FOR EMPLOYEES LICENSED BY ANOTHER STATE (RISK MANAGEMENT)	AC		AC		AC=UNTIL SUPERCEDED OR UNTIL TERMINATION OF EMPLOYMENT. OFFICE OF INSPECTOR GENERAL FORWARDS THEIR REPORT TO RISK MANAGER FOR RETENTION.	

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