

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

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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.
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684 - SOUTH TEXAS HEALTH CARE SYSTEM

103		OUTPATIENT SURGERY RECORDS	AC		AC		INCLUDES MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)	
112		DISCHARGE LOG	PM		PM			
128		CENSUS REPORT-MHMR	1		1			
129		PHYSICIANS INDEX	PM		PM			
175		DEATH REGISTER	PM		PM			
179		MASTER PATIENT INDEX	PM		PM			
184		OPERATIVE INDEX	PM		PM			
185		DISEASE INDEX	PM		PM			
186		PATIENT LISTING	1		1			
1346		CYTOLOGY LOG BOOK	1		1			
1440		ROOM ASSIGNMENT SHEETS	3		3			
1441		MEDICAL WASTE INCINERATION LOGS	2		2			
3373		REGISTER OF OPERATIONS (SURGICAL)	PM		PM		Vital Record. LISTING OF DAILY OPERATIONS PERFORMED; PT. NAME,#, DATE, TIME OF ANESTHESIA, OPERATION PERFORMED, DIAGNOSIS,PHYSICIAN, ANESTHESIOLOGIST	
3395		WORKING FILES-UTILIZATION AND REVIEW	FE+1		FE+1		Vital Record.	

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
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LA - Life of Asset

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684 - SOUTH TEXAS HEALTH CARE SYSTEM

3397		UTILIZATION REVIEW FORMS (MEDICARE PATIENTS)	AC+3		AC+3		FORMS RETAINED FOR JCAHO ACCREDITATION OF THE HOSPITAL EVERY 3 YEARS AND MAY NEED FORMS FOR THE REVIEW	
3417		MASTER CARD INDEX FOR MEDICAL EXAMS	AC		AC		AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. CARDS TO BE RETAINED AS LONG AS THE MEDICAL RECORDS #3418	
3418		OUTPATIENT CLINIC MEDICAL RECORDS	AC		AC		Vital Record. INCLUDES MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)	
3419		EMPLOYEE HEALTH RECORDS	PM		PM		HEALTH RECORDS, IMMUNIZATIONS, PHYSICALS, PPD, X-RAYS, LAB WORK INITIATED AT TIME OF EMPLOYMENT	
3421		OUTPATIENT X-RAYS	AC+5		AC+5		RADIOGRAPHIC FILMS, MAMMOGRAPHY FILMS	
3476		INVENTORIES OF STOCK BALANCES	FE+1	2	FE+3			
3650		MENUS	US		US			
3651		GROCERY & SUPPLY ORDER WORKSHEETS	1		1			
3653		DIABETIC MEAL PLANS	5		5			
3654		WARD PATIENT DIET LISTS	2 MO		2 MO			
3655		NOURISHMENT LIST	US		US			
3656		ADMISSION & DISCHARGE SHEETS	PM		PM			
3657		PERSONAL FOOD PREFERENCE LISTS	2		2			

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3658		DIET INSTRUCTION RECORDS	1		1			
3659		DIET CONSULTATION SHEETS	2		2			
3660		COOKS' WORKSHEETS	3 MO		3 MO			
3661		COOKS' TALLY SHEETS	AV		AV			
3662		FOOD PREFERENCE SURVEYS	US		US			
3663		RECIPES	PM		PM			
3664		MENU & NUTRITIONAL ANALYSES	3		3			
3666		COLD STORAGE INVENTORIES	US		US			
3667		PATIENT RECORDS (SURGERY)	AC		AC		Vital Record. INCLUDES MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)	
3696		HISTORICAL VOLUNTEER SERVICE PROGRAM INFORMATION	AV		AV	R		
3708		CHARGE-OUT FILES	10		10		Vital Record. 3" X 5" CARDS	
3709		MASTER INDEX FILES - SOUTH TEXAS HOSPITAL	10		10		Vital Record. 3" X 5" CARDS	
3717		DEATH REGISTER	PM		PM			
3718		BIRTH REGISTER	20		20			

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684 - SOUTH TEXAS HEALTH CARE SYSTEM

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
3729		MEDICAL RECORDS, SOUTH TEXAS STATE HOSPITAL	AC		AC		Vital Record. INCLUDES MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)
3734		PHYSICIAN DELINQUENT CHART LISTING	3		3		
3745		INCOMPLETE MEDICAL RECORD FILE	AC		AC		Vital Record. INCLUDES MICROFILM. CONTAINS PATIENT'S MEDICAL RECORDS WHICH NEED PHYSICIAN'S SIGNATURES; AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)
3758		SURVEILLANCE RECORDS	3		3		
3759		DEPARTMENT AUTOCLAVING RECORDS	AC+1		AC+1		
3784		LIBRARY CARD CATALOG (PATIENTS) (INCLUDES HEALTH SCIENCE LIBRARY)	US		US		SUBJECT, TITLE, AUTHOR, AND SHELF LIST CARDS 3" X 5" CARDS
3785		WITHDRAWN BOOKS (PATIENTS)	3		3		MAIN ENTRY OR BOOK CARD OF WITHDRAWN BOOKS, 3" X 5" CARDS
3787		INTERLIBRARY LOANS	AC+3		AC+3		3" X 5" CARDS
3789		WITHDRAWN BOOKS/JOURNALS (HEALTH SCIENCE LIBRARY)	AC+3		AC+3		
3801		PRESCRIPTION FILES	2		2		Vital Record.
3802		DRUG INVOICES	3		3		Vital Record.
3806		DRUG USAGE REPORT	2		2		

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3807		NURSING ADMINISTRATION RECORDS CONTROLLED SUBSTANCES	3		3		Vital Record.
3809		PREPACKAGING MANUAL & RECORD	3		3		Vital Record.
3810		AZT CONTROL MANUAL & RECORD (AIDS DRUGS)	3		3		Vital Record.
3822		REQUEST FORMS-MYCOLOGY (INPATIENT, OUTPATIENT, & REGION)	6 MO		6 MO		Vital Record. TRANSCRIBED TO PATIENT MEDICAL RECORD & SPECIMEN LOG-WORK SHEET
3823		MYCOLOGY SPECIMEN RESULTS	AC+2		AC+2		CONTAINS PATIENT IDENTIFICATION; AC=SUBSPECIALTY RETIRED
3837		AUTOCLAVE CHARTS	2		2		Vital Record. CONTAINS BIOHAZARD WASTE DOCUMENTATION
3854		BLOOD BANK RECEIPT/ISSUE LOGS	5		5		Vital Record. REFERENCE OF PATIENT BLOOD TYPE, CROSSMATCH INFORMATION
3855		BLOOD BANK PATIENT CARD FILE	5		5		Vital Record. 5" X 7" CARDS, BLOOD TYPE, CROSS-MATCH, AND ANTI-BODY SCREEN DATA
3857		QUALITY CONTROL RECORDS - SEROLOGY	2		2		BOUND VOLUMES - RECORD OF TEST CONTROLS
3863		DECEASED PATIENT RECORDS - PATHOLOGY	AC		AC		ALSO MAINTAINED IN PATIENT'S MEDICAL RECORDS; PAPER, MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE (Health and Safety Code Title 4, §241.103)
3868		SURGICAL ACCESSIONS BOOKS	10		10		IN ACCORD WITH HOSPITAL LICENSING STANDARDS ADOPTED BY TEXAS BOARD OF HEALTH JULY 20, 1985
3877		ALL GYNECOLOGIC CYTOLOGY REPORTS	20		20		
3879		BLOOD UTILIZATION REPORT	10		10		

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684 - SOUTH TEXAS HEALTH CARE SYSTEM								
1.1	690	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC= AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)	
1.1	701	RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE	
1.1	1687	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6		45 CFR 164.530 (j)(1)-(2)	
1.1	3203	ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC		RETAINED BY DSHS HOSPITALS AS DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=10 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.	
1.1	3229	ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6		45 CFR 164.530 (j) (1)-(2); AC=DATE OF DENIAL OF INFORMATION	
1.1	3412	ADMISSION LOGS	PM		PM			
1.1	4654	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1		AC=DATE RECORD AMENDED OR REQUEST FILLED.	
1.1	4764	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6		AC+6		45 CFR 164.530 (j) (1)-(2); AC=DATE OF DENIAL OF INFORMATION	
1.1.002	3422	AUDITS	AC+1	6	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.	
1.1.002	3613	AUDITS - EXTERNAL (JOINT COMMISSION FOR ACCREDITATION OF HOSPITALS)	AC+7		AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.	

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Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage			
684 - SOUTH TEXAS HEALTH CARE SYSTEM							
1.1.002	3808	NURSING AUDITS CONTROLLED SUBSTANCE	AC+3		AC+3		Vital Record. AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.
1.1.002	4066	REPORTS - AUDITS (AUDIT REPORTS RECEIVED FROM THE STATE AUDITOR'S OFFICE)	AC+1	6	AC+7		STATE AUDITOR'S OFFICE RETAINS THE PERMANENT RECORD COPY)
1.1.004	3424	BIENNIAL BUDGET REQUESTS	AC+4	2	AC+6	A	AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL. (REMOVE FROM RETENTION SCHEDULE WHEN RECORDS ARE SENT TO STATE ARCHIVES APPROXIMATELY 9/1/11)
1.1.006	3398	COMPLAINT FILES (ADMINISTRATION)	AC	2	AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	3425	COMPLAINT FILE (FISCAL)	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	4861	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	3399	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.
1.1.007	3689	CORRESPONDENCE, ADMINISTRATIVE (VOLUNTEER SERVICES, & FISCAL)	1	2	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	3396	CORRESPONDENCE, PHYSICIAN	1		1		INCLUDES SOME E-MAIL.
1.1.008	3892	CORRESPONDENCE, GENERAL (ALL AREAS)	1		1		INCLUDES SOME E-MAIL.

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1.1.013	3401	ITINERARY INFORMATION (ADMINISTRATION)& (FISCAL)	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.		
1.1.020	3498	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	3499	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC	2	AC+2		AC=DATE OF DENIAL OF REQUEST		
1.1.038	3511	CUSTOMER SURVEYS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.		
1.1.040	3513	SPEECHES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.		
1.1.043	3888	TRAINING MANUALS	US+1		US+1				
1.1.057	1456	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.		
1.1.058	3402	MEETING MINUTES (BOARD MEETINGS)	PM		PM	A	Vital Record.		
1.1.058	3768	INFECTION CONTROL COMMITTEE MEETING MINUTES	PM		PM	A			
1.1.063	3392	COMMITTEE MINUTES (STAFF MEETINGS)	1		1				
1.1.064	935	PERFORMANCE MEASURES SUPPORTING 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	3510	RAW DATA, REPORTS & STUDIES	AV		AV				

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1.1.067	132	MONTHLY STATISTICAL 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	133	ANNUAL STATISTICAL 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	3505	REPORTS, ADMINISTRATIVE (FOOD SERVICE)(ANNUAL, 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.	
1.1.069	3507	REPORTS, EMPLOYEE ACTIVITY & PRODUCTION TYPE REPORTS USED FOR WORKLOAD MEASURES, TIME STUDIES, AND FUNDING	1		1			
1.1.070	3403	POLICIES AND PROCEDURES MANUAL- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	4857	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.001	3430	DESTRUCTION SIGN-OFFS	FE+3		FE+3			
1.2.005	3518	RECORDS RETENTION SCHEDULE AGENCY COPY	US		US			
1.2.006	3432	RECORDS TRANSMITTAL	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER	
1.2.008	3433	REQUEST TO DISPOSE OF STATE RECDS.	FE+3		FE+3			
2.1	3738	DIAGNOSTIC RELATED GROUPING & CODING FILES	AV		AV		Vital Record.	
2.1.008	3733	HARDWARE DOCUMENTATION	AC		AC		Vital Record. Y2K PROBLEM-SOLVING DOCUMENTATION - PROGRAM MAY WANT TO KEEP 6 YEARS	

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2.1.009	3742	TECHNICAL DOCUMENTATION - SOFTWARE MODIFICATIONS	AC		AC		Vital Record. Y2K PROBLEM-SOLVING DOCUMENTATION-PROGRAM MAY WANT TO KEEP 6 YEARS	
2.1.009	3746	CODE 3 SOFTWARE INSTRUCTION MANUALS - 3 VOLS.	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ.	
3.1	3393	ACTIVE AND INACTIVE CREDENTIALS FILES (ON STAFF PHYSICIANS)	AC+2		AC+2		Vital Record.	
3.1	6728	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	3523	APPLICATIONS & RESUMES OF PEOPLE NOT HIRED	2		2		29 CFR 1627.3 CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.011	3530	EMPLOYEE'S INSURANCE FILE	AC		AC		Vital Record. AC=UNTIL SUPERCEDED OR TERMINATION OF EMPLOYMENT (DOCUMENTS THAT SERVE AS PAYROLL DEDUCTION AUTHORIZATIONS MUST BE RETAINED FOR THE RETENTION PERIOD PRESCRIBED FOR 3.2.001)	
3.1.012	3531	EMPLOYMENT ADVERTISEMENTS TO INCLUDE JOB OPENINGS, PROMOTIONS, TRAINING PROGRAMS, OR OPPORTUNITY FOR OVERTIME	2		2		29 CFR 1627.3(B) (STATE AGENCYS)	

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ARCHIVAL CODES (Field 8)

A - Transfer to State
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VITAL Record (Include in Field 9)

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684 - SOUTH TEXAS HEALTH CARE SYSTEM							
3.1.014	3533	EMPLOYMENT SELECTIONS	2		2		Vital Record. 29 CFR 1627.3(B) (STATE AGENCIES) MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AccessHR PARITALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.018	3435	GRIEVANCE FILES	AC+2		AC+2		Vital Record. AC=FINAL DECISION ON GRIEVANCE / MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	3537	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	3538	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC	5	AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	3539	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION - DISCIPLINARY ACTIONS ARE THOSE ACTIONS WHICH MAY AFFECT PAY, STATUS OR TENURE	AC	5	AC+5		Vital Record. MAY ALSO BE USED TO DOCUMENT EMPLOYEE EVIDENCE OF SELF IMPROVEMENT EFFORTS AS WELL AS FAVORABLE AND UNFAVORABLE COMMUNICATIONS. MAY CONTAIN CONFIDENTIAL INFORMATION
3.1.022	3540	PERSONNEL INFORMATION OR ACTION FORM - USED TO CREATE OR CHANGE INFORMATION CONCERNING AND EMPLOYEE INCLUDING PAY, POSITION, NUMBER, EVAL. DATE,LEAVE OF ABSENCE,ETC.	2		2		29 CFR 1627.3(B) (STATE AGENCY) AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.
3.1.022	3560	POSITION ACTION REQUEST INPUT AND TURNAROUND DOCUMENT IS USED TO CREATE, CHANGE OR INACTIVATE POSITION INFORMATION	2		2		40 TAC 301.6(h). AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.
3.1.023	3541	POSITION/JOB DESCRIPTION (PERSONNEL)	AC	4	AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.024	3542	POST JOB OFFER PHYSICAL EXAMS	AC	2	AC+2		AC=UNTIL SUPERCEDED OR TERMINATION OF EMPLOYMENT.

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3.1.027	1352	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL)	AC+6		AC+6		INCLUDES COMPETENCY TRAINING AND HIPAA.
3.2.001	3438	EMPLOYEE DEDUCTION AUTHORIZATION	AC+1	3	AC+4		Vital Record. AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.
3.2.002	3439	EMPLOYEE EARNING RECORDS	1	3	4		Vital Record.
3.2.003	3440	FEDERAL TAX RECORDS	AC+1	3	AC+4		Vital Record.
3.2.004	3441	INCOME ADJUSTMENT AUTHORIZATION	1	1	2		Vital Record.
3.2.005	3442	FORM W-4	AC+1	3	AC+4		Vital Record. AC=UNTIL SUPERCEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE.
3.2.006	3550	WAGE RATE TABLES	2		2		29 CFR 516.6(a) (2)
3.2.008	4067	DIRECT DEPOSIT APPLICATION/AUTHORIZATION	US		US		Vital Record.
3.2.009	4068	STATE DEFERRED COMPENSATION	AC+5		AC+5		Vital Record. AC=ALL ACCOUNTS WITH A VENDOR OR VENDORS FOR THE INDIVIDUAL PARTICIPANT HAVE BEEN CLOSED. FOR INSTRUCTIONS REGARDING THE DETERMINATION OF THE CLOSURE OF ACCOUNTS AND FOR ADDITIONAL INFORMATION REGARDING THE RETENTION PERIOD SEE THE MOST CURRENT EDITION OF THE "BENEFITS COORDINATOR REFERENCE MANUAL" ISSUED BY THE EMPLOYEES RETIREMENT SYSTEM OF TEXAS.
3.3	3545	TRAINING SUPPORT DOCUMENTATION	AC	2	AC+2		AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC
3.3.001	3551	AFFIRMATIVE ACTION PLANS	5		5		29 CFR 30.8(e)
3.3.004	3552	BENEFIT PLANS	US	1	US+1		29 CFR 1627.3(b)(2)

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3.3.004	3557	GROUP INSURANCE	US	1	US+1		
3.3.010	3558	LABOR STATISTICS REPORT REPORTS PROVIDE STATISTICAL INFORMATION ON LABOR FORCE	3		3		
3.3.011	3559	FORMER EMPLOYEE VERIFICATION RCORDS - PERSONNEL FILES (EMPLOYMENT HISTORY FILE) - PERSONNEL FILES (NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS, AND PUBLIC ACCESS OPTION FORM)	AC	75	AC+75		Vital Record. MINIMUM INFORMATION NEEDED TO VERIFY EMPLOYMENT
3.3.015	3563	POSITION/JOB CLASSIFICATION REVIEW FILE	US	3	US+3		CONVENIENCE COPY
3.3.020	3404	WORK SCHEDULES (DUTY ROSTER, TASK ASSIGNMENTS)	1		1		Vital Record.
3.3.023	3564	REQUEST FOR TUITION ASSISTANCE	FE+3		FE+3		
3.3.026	3554	EMPLOYEE LISTINGS IDENTIFIES EMPLOYEE BY SS#,NAME,OR POSITION	US+3		US+3		
3.3.026	3556	EMPLOYEES HIRED DURING MONTH IDENTIFIES ALL POSITIONS FILLED	US+3		US+3		
3.3.026	3561	POSITION STAFF REPORT PROVIDES DETAIL ACCOUNT OF ALL POSITIONS WITHIN THE ORGANIZATIONAL STRUCTURE OF THE AGENCY	US+3		US+3		
3.3.026	3565	SUMMARY STAFFING REPORT PROVIDES THE INFORMATION WHICH IS REQUIRED TO MONITOR STAFFING PATTERNS WITHIN EACH DEFINED ORGANIZATIONAL ENTITY	US+3		US+3		
3.3.026	3567	VACANCY REPORT PROVIDES A CENTRALIZED LISTING OF ALL VACANT POSITIONS IN EACH AGENCY	US+3		US+3		
3.3.030	3648	SAFETY TRAINING (NON-HAZARDOUS)	US+2		US+2		

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684 - SOUTH TEXAS HEALTH CARE SYSTEM							
3.3.031	92	EEO DATA FORMS			3		
3.4	116	REQUESTS FOR COMP/OVERTIME (B-53,AP-3,AP-2)			5		
3.4.007	3744	EMPLOYEE LEAVE SLIPS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
4.1.003	3479	CANCELLED CHECKS	FE+1	2	FE+3		
4.1.004	3450	ENCUMBRANCES	FE+1	2	FE+3		
4.2.002	3451	CASH RECEIPTS (FISCAL)	FE+1	2	FE+3		Vital Record.
4.2.002	3640	CASH RECEIPTS (FOOD SERVICE)	FE+3		FE+3		
4.2.003	3452	MAIL OPENING LISTS	FE+1	2	FE+3		
4.2.004	3602	PURCHASE ORDERS (222'S)	FE+3		FE+3		
4.2.006	3454	JOURNAL VOUCHERS	FE+1	2	FE+3		
4.3	3455	OUTPATIENT CLINIC REGISTERS	PM		PM		Vital Record. PERMANENT RETENTION IS REQUIRED FOR FUTURE REFERENCE ON PATIENT HISTORY.
4.3	3457	TRAVEL LOGS	FE+1	2	FE+3		Vital Record.
4.3.003	3456	PROFESSIONAL FEE LOGS	FE+1	2	FE+3		Vital Record.
4.4.001	3458	GENERAL LEDGER AND OPERATING LEDGER	FE+1	2	FE+3		Vital Record.
4.4.001	3472	OPERATING BUDGETS	FE+1	2	FE+3		Vital Record.
4.4.002	3460	PATIENT FINANCIAL FILES	AC	5	AC+5		Vital Record. MAINTAINED TO MEET MEDICARE REQUIREMENTS

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4.4.002	3870	LABORATORY CHARGE CARDS - PATHOLOGY	FE+3		FE+3			Vital Record. INFORMATION TRANSFERRED TO PATIENT ACCOUNTING RECORD		
4.5.001	3465	MEDICARE COST REPORT WORKPAPERS	FE+2	3	FE+5			REQUIRED BY MEDICARE		
4.5.001	3466	PERSONNEL SERVICES SCHEDULE (WORKPAPERS)WORKSHEETS FOR PREPARING FISCAL REPORTS; DEPRECIATION LISTING, SS RECOMPUTATIONS	FE+1	2	FE+3					
4.5.002	3405	INTERNAL MANAGEMENT REPORT (ADMINISTRATION,PERFORMANCE REPORTS, CHARGES AND COLLECTIONS)	FE+1	2	FE+3					
4.5.005	3470	MEDICARE COST REPORTS	FE+2	3	FE+5			REQUIRED BY MEDICARE		
4.5.005	3578	REPORTS - EXTERNAL SPECIAL PURPOSE	FE+1	2	FE+3					
4.6.002	3473	APPROPRIATION RECONCILIATIONS PROPERTY RECONCILIATIONS	FE+1	2	FE+					
4.6.003	3475	CASH COUNTS AND SPOT COUNTS	FE+1	2	FE+3					
4.7.001	3477	ACCOUNTING POLICIES AND PROCEDURES	US+1	2	US+3			Vital Record.		
4.7.002	3478	BANK STATEMENTS	FE+1	2	FE+3					
4.7.006	3434	COMPROLLER'S NOTES (FISCAL)	FE+3		FE+3					
4.7.008	3481	FEDERAL GRANT INFORMATION	AC+3		AC+3			Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		
4.7.009	3611	PROPERTY RECORDS/PROPERTY ITEM CARD	US+3		US+3					

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4.7.011	3482	TEXAS BUILDING AND PROCUREMENT COMMISSION STATEMENTS	FE+1	2	FE+3			
5.1.001	120	CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.004	3485	ADDRESS AND TELEPHONE LISTING (INCLUDES BUS SCHEDULES, ADDRESSES, VOLUNTEER/BOARD MEMBERS LISTINGS)	US		US			
5.1.004	3581	MAILING LISTS	US		US			
5.1.012	3616	PRICE LISTS	US+3		US+3			
5.1.013	3428	INSURANCE POLICIES	AC+4		AC+4		Vital Record.	
5.1.015	3893	CORRESPONDENCE LOG BOOKS (NURSING)	1		1			
5.1.016	3369	TELEPHONE MESSAGE NOTIFICATIONS	1		1		PAPER AND ELECTRONIC. INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2	1345	TEMPERATURE RECORDS (REFRIGERATION EQUIPMENT)	FE+1 MO		FE+1 MO			
5.2	3786	ACCESSION RECORDS (LIBRARY)	LA		LA			
5.2.002	3407	CONSTRUCTION FILES	AC	10	AC+10	R	Vital Record.	
5.2.003	3701	BLUE PRINTS/STSCH ARCHITECTURAL DRAWINGS	LA		LA	R	Vital Record.	
5.2.008	3821	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3		Vital Record.	
5.2.010	3643	EQUIPMENT MANUALS	LA		LA			
5.2.014	3390	INVENTORY	FE+3		FE+3			

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5.2.014	3483	ANNUAL PHYSICAL INVENTORIES	FE+1	2	FE+3			
5.2.019	3382	KEYS/PAGER REFERENCE LOG (REPAIRS)	1		1			
5.2.019	3702	WORK ORDERS	1		1			
5.2.020	3388	STOCK ISSUES -ORIGINAL ORDER	FE+1		FE+1			
5.3	3969	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.3.004	3652	USDA COMMODITY REQUESTS	AV		AV			
5.3.007	3608	LOCAL PURCHASE ORDERS	FE+3		FE+3			
5.4	3852	BLOOD BANK MAINTENANCE LOGS	5		5		CHARTS - TEMPERATURE CHARTS OF REFRIGERATORS, FREEZERS, & INCUBATORS	
5.4.001	3408	ACCIDENT/INCIDENT REPORTS (INCLUDES INDIVIDUAL REPORTS)	CE	5	CE+5		Vital Record. 29 CFR 1904.6 WHEN RESIDUAL EFFECTS ARE A POSSIBILITY,E.G. HAZARDOUS MATERIALS, THE RECORDS SHOULD BE RETAINED LONGER.	
5.4.003	3647	SAFETY INSPECTIONS	AC+3		AC+3		AC=INSPECTION OR DATE OF THE CORRECTION OF THE DEFICIENCY IF THE INSPECTION REPORT REVEALS A DEFICIENCY.	
5.4.007	3596	SAFETY TRAINING - HAZARDOUS MATERIALS	5		5		HEALTH & SAFETY CODE 502.009 (g)	
5.4.010	3817	MATERIAL SAFETY DATA SHEETS	AC		AC		Vital Record. AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED.	
5.4.012	3553	EMPLOYEE IDENTIFICATION	AC+2		AC+2		Vital Record.	
5.4.013	3517	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US		Vital Record.	

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5.5.004	3384	SWITCHBOARD DAILY LOG	AV		AV		

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