

**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

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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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306 - SOUTH TEXAS LABORATORY

3819		CULTURE CONFIRMATION BY DSHS	3		3			
3832		QUALITY CONTROL RECORDS	FE+2		FE+2		INCLUDES MYCOBACTERIOLOGY; MEDIA; CHEMISTRY; SEROLOGY	
3851		BLOOD SMEARS (CLINICAL)	1 WK		1 WK		BLOOD SMEARS TAKEN ON 1" X 3" SLIDES	
3856		REFERENCE SPECIMEN LOG BOOK (TB)	2		2		REFERENCE OF PATIENTS NAMES, LOCATION AND TESTS PERFORMED	
3859		SEROLOGY DAILY SPECIMEN LOG BOOK	2		2			
6579		SPECIMEN LOGSHEET AND WORKSHEETS (TB)	2		2		Vital Record. INCLUDES "POSITIVE DNA" AND "SUSCEPTIBILITY WORKSHEET / LOG.	
6590		PROFICIENCY TEST	2		2		RETENTION IS A CAP AND CLIA REQUIREMENT.	
6591		LAB REQUISITION FORMS	2		2		Vital Record.	
6592		PATIENT RESULTS	2		2		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT.	
6602		WORKSHEETS (WATER)	10		10		CONTAINS RAW DATA FROM ANALYSIS, SUPPORTING DATA AS DETERMINED BY GROUP SUPERVISOR, QA OFFICER/BRANCH MANAGER.	
6603		REPORTS (WATER-MICRO)	5		5		EPA CERTIFICATION OF WATER LABORATORIES	
6604		TB SUBMITTER FORMS (PATIENTS)	6Y4MO		6Y4MO			
6632		TEMPERATURE AND MAINTENANCE RECORDS (CLINICAL)	2		2			
6633		INSTRUMENT PRINT-OUTS (CHEMISTRY / SPECIAL CHEMISTRY)	2		2			

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6634	QUALITY CONTROL MATERIALS (DATA SHEETS) (CLINICAL)	2		2		
6635	AUTOCLAVE RECORDS (ATTEST)	1	2	3		CDC REQUIREMENT
6636	PRODUCT UPDATES / RECALLS / BULLETINS	1	2	3		
6637	SELECT AGENT INVENTORY LOGS	1	2	3		CDC REQUIREMENT
6638	BIOTERRORISM LOGS	1	2	3		CDC REQUIREMENT
6639	BIOTERRORISM RESPONSE PLAN	US+3		US+3		CDC REQUIREMENT.
6640	LABORATORY VISITOR'S LOG	1	2	3		CDC REQUIREMENT
6641	BIOTERRORISM VISITOR'S LOG	1	2	3		CDC REQUIREMENT
6642	BIOTERRORISM SURVEILLANCE VIDEO TAPES	1	2	3		CDC REQUIREMENT.
6643	LABORATORY KEY LOGS	US+3		US+3		CDC REQUIREMENT.
6644	WORKSHEETS, PATIENT (MYCOBACTERIOLOGY)	2	19	21		
6645	ATYPICAL LOG SHEET	1	1	2		
6646	PROBLEM LOG / CORRECTIVE ACTION (MYCOBACTERIOLOGY)	1	1	2		
6647	MAINTENANCE RECORDS (MYCOBACTERIOLOGY)	1	1	2		
6648	MONTHLY SPECIMEN WORKLOAD COUNTS (MYCOBACTERIOLOGY)	1	2	3		
6649	REJECTION LOG BOOK (MYCOBACTERIOLOGY)	1	2	3		

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		306 - SOUTH TEXAS LABORATORY					
	6650	STATISTICAL DATA (1ST TIME POSITIVE; MDR LOG; ATYPICAL LIST) (MYCOBACTERIOLOGY)	PM		PM		
	6651	1ST POSITIVE STOCK CULTURES (MYCOBACTERIOLOGY)	PM		PM		
	6652	STAINED AFB ZIEHL-NEELSON SLIDES		3MO	3MO		
1.1	6580	MONTHLY STATISTICAL REPORT		2	2		
1.1	6581	ANNUAL STATISTICAL REPORT		2	2		
1.1	6593	LAB TESTING SUPPLY ORDER REQUESTS		2	2		
1.1	6605	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)
1.1	6606	RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6		AC=DATE OF DISCLOSURE. 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.
1.1	6607	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6		45 CFR 164.530 (j)(1)-(2)
1.1	6608	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	6609	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	6610	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

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306 - SOUTH TEXAS LABORATORY					
1.1.006	6611	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6	AC+6	45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	6612	CORRESPONDENCE, ADMINISTRATIVE	3	3	Vital Record. LETTERS DEVELOPMENT OF AGENCY POLICY & PROCEDURES. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.008	6613	CORRESPONDENCE, GENERAL	1	1	LETTERS W/ROUTINE MATTERS. INCLUDES SOME E-MAIL.
1.1.038	6594	CUSTOMER SURVEYS AND RESULTS	AC+3	AC+3	SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.043	6595	TRAINING MATERIALS	US+1	US+1	(Instruction materials developed by an agency for training entities or individuals it regulates or serves. Not internal training materials.)
1.1.057	6614	TRANSITORY INFORMATION	AC	AC	AC=PURPOSE OF RECORD HAS BEEN FULFILLED
1.1.063	6616	MEETING MINUTES / STAFF NOTES	2	2	STAFF MEETINGS WILL CONTAIN SOME QA REPORTS/NEED TO KEEP 2 YEARS FOR CLIA
1.1.067	6617	REPORTS AND STUDIES (NON-FISCAL)	3	3	R INTERNAL REPORTS AND REPORTS SUBMITTED TO OTHER AGENCIES. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
1.1.070	6618	POLICIES AND PROCEDURES MANUALS- FINAL	AC+3	AC+3	R Vital Record. AGENCY'S POLICIES & OPERATING PROCEDURES; MANUALS CONTAINING TESTING INFORMATION THAT HAS BEEN CHANGED OR DISCONTINUED. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

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1.1.070	6619	POLICIES AND PROCEDURES (SCIENTIFIC) - FINAL	AC+3		AC+3	R	Vital Record. AGENCY'S POLICIES & OPERATING PROCEDURES; MANUALS CONTAINING TESTING INFORMATION THAT HAS BEEN CHANGED OR DISCONTINUED. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	6620	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
3.1	6697	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	6621	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	2		2		MAY CONTAIN CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	6622	EMPLOYMENT SELECTIONS	2		2		Vital Record. RECORDS THAT DOCUMENT THE SELECTION PROCESS INTERVIEW NOTES MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AccessHR PARITALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.023	6597	JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.027	6596	TRAINING & EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL)	AC+5		AC+5		Vital Record for Hospitals. INCLUDES COMPETENCY ASSESSMENT; TRAINING; CONTINUING EDUCATION.
3.3.023	6624	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.

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3.3.030	6582	SAFETY TRAINING (NON-HAZARDOUS)	US+2		US+2	
4.7.004	6598	CAPITAL EQUIPMENT LIST	LA+3		LA+3	
5.1.004	6585	MAILING LIST	US		US	
5.1.012	6586	PRICE LIST	US+3		US+3	
5.1.016	6625	TELEPHONE MESSAGE NOTIFICATIONS	1		1	INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.
5.2	6587	WORK ORDERS (COMPLETED)	2		2	
5.2.008	6626	EQUIPMENT MAINTENANCE LOGS	LA+3		LA+3	
5.2.010	6627	EQUIPMENT MANUALS	LA		LA	
5.3.005	6599	PACKING SLIPS	AV		AV	
5.4	6600	FORMALDEHYDE ENVIRONMENTAL MONITORING	10		10	
5.4	6628	SAFETY INSPECTIONS, CERTIFICATES OF CERTIFICATION OF BIOLOGICAL HOODS	30		30	TO MEET THE REQUIREMENTS OF OSHA
5.4.003	6588	SAFETY INSPECTION	AC+3		AC+3	AC=INSPECTION OR DATE OF THE CORRECTION OF THE DEFICIENCY IF THE INSPECTION REPORT REVEALS A DEFICIENCY.
5.4.003	6601	APPLICATION/CERTIFICATION RECORDS OF C.A.P. ACCREDITATION INSPECTIONS	AC+3		AC+3	Vital Record. AC=INSPECTION, OR DATE OF CORRECTION OF DEFICIENCY, IF REPORT SHOWS DEFICIENCY
5.4.003	6629	INSPECTION RECORDS	3		3	INCLUDES PIPETTE CALIBRATION RECORDS
5.4.007	6589	SAFETY TRAINING - HAZARDOUS MATERIALS	5		5	HEALTH & SAFETY CODE 502.009 (g)

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5.4.009	3816	LABORATORY WORK PLACE CHEMICAL LIST	30	30	Vital Record. HEALTH & SAFETY CODE 502.005(d) REQUIRES THIS LIST FOR AMOUNTS OF CHEMICALS OVER 55 GALLONS, 500 POUNDS OR IN EXCESS OF CERTAIN AMOUNTS FOR CERTAIN HIGHLY TOXIC OR DANGEROUSLY HAZARDOUS CHEMICALS.
5.4.010	6631	MATERIAL SAFETY DATA SHEETS (MSDA)	AC	AC	AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED.

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