

**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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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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673 - TEXAS CENTER FOR INFECTIOUS DISEASE

217		CLINICAL INFORMATION SYSTEM- NUCAMS	AV		AV		INFORMATION IS DUPLICATED IN PATIENT RECORDS	
220		DISEASE INDEX	10		10			
222		OPERATIVE INDEX	10		10			
227		DISCHARGE INDEX	10		10			
337		REGISTER OF OPERATIONS (SURGICAL)	10		10		Vital Record. LISTING OF DAILY OPERATIONS PERFORMED; PATIENT NAME,#, DATE, TIME OF ANESTHESIA, OPERATION PERFORMED, DIAGNOSIS, PHYSICIAN, ANESTHESIOLOGIST	
359		WORKING FILES-UTILIZATION AND REVIEW	FE+1		FE+1		Vital Record.	
361		UTILIZATION REVIEW FORMS (MEDICARE PATIENTS)	AV+3		AV+3		FORMS RETAINED FOR THE PURPOSE THAT JCAHO ACCREDITS HOSPITAL EVERY 3 YEARS & FORMS NEEDED FOR REVIEW	
381		OUTPATIENT CLINIC MASTER INDEX	PM		PM			
382		OUTPATIENT CLINIC MEDICAL RECORDS	10		10		Vital Record.	
383		EMPLOYEE HEALTH RECORDS (SCREENING)	AC+30		AC+30		OSHA 29 CFR 1910.1020 (D) (1); AC=TERMINATION OF EMPLOYMENT; HEALTH RECORDS: IMMUNIZATIONS, PHYSICAL, PPD, X-RAYS, LAB WORK INITIATED AT TIME OF EMPLOYMENT	
385		RADIOLOGICAL SERVICES RECORDS	AC+10		AC+10		AC=LAST DATE OF TREATMENT; RADIOGRAPHIC FILMS, MAMMOGRAPHY FILMS, SCANS, AND OTHER IMAGE RECORDS AS APPROPRIATE	
420		OPC PATIENT REGISTERS	5		5		Vital Record. OPC=OUT PATIENT CLINIC; ORIGINAL MAINTAINED IN FINANCIAL SERVICES	
574		MASTER INDEX-RADIOLOGY DEPT.	PM		PM			

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958		NEW NUMBER PATIENT LOG BOOK	AV		AV			
1561		MENU & NUTRITIONAL ANALYSES	3		3			
1573		MENUS	US		US			
1576		DIABETIC MEAL PLANS	5		5			
1577		WARD PATIENT DIET LISTS	2 MO		2 MO			
1581		DIET INSTRUCTION RECORDS	1		1			
1582		DIET CONSULTATION SHEETS	2		2			
1583		COOKS' WORKSHEETS	3 MO		3 MO			
1585		FOOD PREFERENCE SURVEYS	US		US			
1586		RECIPES	AV		AV			
1619		HISTORICAL VOLUNTEER SERVICE PROGRAM INFORMATION	AV		AV	R		
1631		CHARGE-OUT FILES	10		10		Vital Record. 3" X 5" CARDS	
1632		MASTER INDEX FILES - TEXAS CENTER FOR INFECTIOUS DISEASE	PM		PM		Vital Record. 3" X 5" CARDS	
1640		DEATH REGISTER	PM		PM			
1641		BIRTH REGISTER	PM		PM			

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1652		MEDICAL RECORDS - TEXAS CENTER FOR INFECTIOUS DISEASE	AC		AC		Vital Record. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. INCLUDES QUARANTINE AND PROTECTIVE ORDERS. WHEN THE RECORD IS CONVERTED TO MICROFORM THE PAPER VERSION MAY BE DESTROYED.	
1657		PHYSICIAN DELINQUENT CHART LISTING	3		3		Vital Record.	
1681		SURVEILLANCE RECORDS	5		5		INCLUDES TUBERCULOSIS SURVEILLANCE CARDS	
1707		LIBRARY CARD CATALOG (PATIENTS) (INCLUDES HEALTH SCIENCE LIBRARY)	US		US		SUBJECT, TITLE, AUTHOR, AND SHELF LIST CARDS 3" X 5" CARDS	
1708		WITHDRAWN BOOKS (PATIENTS)	3		3		MAIN ENTRY OR BOOK CARD OF WITHDRAWN BOOKS, 3" X 5" CARDS	
1710		INTERLIBRARY LOANS	AC+3		AC+3		3" X 5" CARDS	
1712		WITHDRAWN BOOKS/JOURNALS (HEALTH SCIENCE LIBRARY)	AC+3		AC+3			
1724		PRESCRIPTION FILES	3		3		Vital Record. 4" X 6" & 3" X 8" CARDS	
1728		NURSING STATION INSPECTION MANUAL & RECORD	2		2			
1729		DRUG USAGE REPORT	2		2			
1730		NURSING ADMINISTRATION RECORDS	3		3		Vital Record.	
1732		PREPACKAGING MANUAL & RECORD	3		3		Vital Record.	
1742		CULTURE CONFIRMATION BY TEXAS DE-PARTMENT OF HEALTH	3		3		5" X 3" FORM, STATISTICAL & HISTORICAL INFORMATION AVAILABLE FROM TDH/DSHS.	

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Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
1745		REQUEST FORMS-MYCOLOGY (INPATIENT, OUTPATIENT, & REGION)		6 MO	6 MO		Vital Record. TRANSCRIBED TO PATIENT MEDICAL RECORD & SPECIMEN LOG WORK SHEET
1746		MYCOLOGY SPECIMEN RESULTS		AC+2	AC+2		CONTAINS PATIENT IDENTIFICATION
1749		SPECIMEN LOG AND WORK SHEET -MYCOLOGY		AC+2	AC+2		
1755		QUALITY CONTROL RECORDS		FE+2	FE+2		
1757		QUALITY CONTROL RECORDS (MYCOBACTERIOLOGY)		2	2		
1759		QUALITY CONTROL (MEDIA)		2	2		BOUND VOLUMES
1765		QUALITY CONTROL RECORDS (CHEMISTRY)		2	2		
1774		BLOOD SMEARS		1 WK	1 WK		TRANSFERRED TO COULTER PRINTER CARDS BLOOD SMEARS TAKEN ON 1" X 3" SLIDES
1777		BLOOD BANK RECEIPT/ISSUE LOGS		5	5		Vital Record. REFERENCE OF PATIENT BLOOD TYPE, CROSSMATCH INFORMATION
1778		BLOOD BANK PATIENT CARD FILE		5	5		Vital Record. 5" X 7" CARDS, BLOOD TYPE, CROSS-MATCH, AND ANTI-BODYSCREEN DATA
1779		SPECIMEN LOG BOOK		5	5		REFERENCE OF PATIENTS NAMES, LOCATION AND TESTS PERFORMED
1780		QUALITY CONTROL RECORDS - SEROLOGY		2	2		BOUND VOLUMES - RECORD OF TEST CONTROLS
1782		SEROLOGY SPECIMEN LOG BOOK		2	2		
1786		DECEASED PATIENT RECORDS - PATHOLOGY		PM	PM		ALSO MAINTAINED IN PATIENT'S MEDICAL RECORDS

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1791		SURGICAL ACCESSIONS BOOKS	10		10		IN ACCORD WITH HOSPITAL LICENSING STANDARDS ADOPTED BY TEXAS BOARD OF HEALTH JULY 20, 1985
1794		NORMAL GYNECOLOGIC GLASS SLIDES	5		5		1"x 3" GLASS SLIDES
1795		CYTOLOGY LOG BOOK	10		10		
1796		ABNORMAL GYNECOLOGIC SLIDES	10		10		1"x 3" GLASS SLIDES
1800		ABNORMAL GYNECOLOGIC CYTOLOGY RE-PORTS	10		10		
1801		CYTOLOGY CROSS INDEX CARD FILE	10		10		3"x 5" CARDS
1802		BLOOD UTILIZATION REPORT	10		10		
1803		AUTOPSY TISSUE BLOCKS	10		10		1"x 1" PARAFFIN BLOCKS
1804		AUTOPSY TISSUE SECTION SLIDES	10		10		1"x 3" GLASS SLIDES
1805		SURGICAL TISSUE BLOCKS	10		10		1"X 1" PARAFFIN BLOCKS
1806		SURGICAL TISSUE SECTION SLIDES	10		10		1"x 3" GLASS SLIDES
2681		MEDICAL TRANSCRIPTION	AC+6 MO		AC+6 MO		AC=PATIENT'S DISCHARGE FROM HOSPITAL
3102		FOOD TEMPERATURE RECORDS - SERVING LINE	5		5		
3104		PATIENT TRAY MONITORING	5		5		
3108		PATIENT NUTRITIONAL STATUS	5		5		
3110		CONSUMPTION RECORD	5		5		

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	3112				DAILY PATIENT COUNT	5	5	
	3114				DISHWASHER TEMPERATURE RECORDS	5	5	
	3116				NUTRITIONAL ASSESSMENT	5	5	
	3118				NU-CAMS ORDERS (DIETARY)	2 MO	2 MO	
	3137				REGISTERS	10	10	Vital Record. INCLUDES BRONCHOSCOPIES/BRONCHOGRAMS; INTENSIVE CARE; RECOVERY ROOM; ANESTHESIA REGISTERS
	3138				DAILY INPATIENT CENSUS	10	10	Vital Record.
	5158				MEMORANDUM OF TRANSFER (MOT)	5	5	A COPY OF EACH MEMORANDUM OF TRANSFER WILL BE RETAINED BY BOTH THE TRANSFERRING AND RECEIVING HOSPITALS AND FILED SEPARATELY FROM THE PATIENT'S MEDICAL RECORD IN A MANNER THAT WILL FACILITATE ITS INSPECTION BY DSHS. THE MEMORANDUM WILL BE RETAINED FOR 5 YEARS FROM THE DATE OF TRANSFER (TITLE 25 PART 1 CHAPTER 133 SUBCHAPTER C RULE 133.44)
1.1	226				OUTPATIENT CLINIC ACTIVITY MONTHLY REPORT	5	5	
1.1	376				CURRENT YEAR ADMISSION SLIPS	PM	PM	
1.1	1701				PRINTS (PHOTOS & NEGATIVES)	AV	AV	PHOTOGRAPHIC - PRINTS & NEGATIVES
1.1	1702				SASCH HISTORICAL FILE	AV	AV	VIDEO TAPE
1.1	1703				SASCH HISTORICAL FILE	AV	AV	R HOSPITAL REGULATIONS, STUDIES, STATE LAWS, ETC.
1.1	3120				HOSPITAL DISCHARGE DATA CERTIFICATION LETTER - THIC	5	5	Vital Record.

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673 - TEXAS CENTER FOR INFECTIOUS DISEASE										
1.1	3124	HCFA 339 PROVIDER COST REPORT REIMBURSEMENT QUESTIONNAIRES	5		5					
1.1	3125	WORKFORCE CONTRACT QUARTERLY REPORT	5		5			Vital Record. COMPUTER PRINT-OUT, PAPER		
1.1	3133	BLUE CROSS BLUE SHIELD STATUS REPORT	7		7					
1.1	3141	MEDICAL RECORDS MONTHLY STATISTICAL REPORT	FE+5		FE+5			Vital Record.		
1.1	3142	MEDICAL RECORDS ANNUAL STATISTICAL REPORT	10		10			Vital Record.		
1.1	5194	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6			AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)		
1.1	5204	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	5205	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6			45 CFR 164.530 (j)(1)-(2)		
1.1	5206	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	5208	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	5210	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.		

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1.1	5213	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 INFORMATON
1.1.002	386	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	1731	NURSING AUDITS CONTROLLED SUBSTANCE	AC+3		AC+3		Vital Record. AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.
1.1.004	388	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.
1.1.006	362	COMPLAINT FILES	AC	2	AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	5201	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	363	CORRESPONDENCE, ADMINISTRATIVE (ALL OTHER AREAS)	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	390	CORRESPONDENCE, ADMINISTRATIVE (FISCAL & VOLUNTEER SERVICES)	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	358	CORRESPONDENCE, GENERAL (ALL AREAS)	1		1		INCLUDES SOME E-MAIL.
1.1.008	360	CORRESPONDENCE, PHYSICIAN (MEDICAL STAFF)	1		1		INCLUDES SOME E-MAIL.

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1.1.013	365	ITINERARY INFORMATION	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.	
1.1.014	1578	LEGAL OPINIONS	AV		AV	R		
1.1.020	463	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	464	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC	2	AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.038	476	CUSTOMER SURVEYS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	
1.1.040	478	SPEECHES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	1811	TRAINING MANUALS	US+1		US+1			
1.1.048	961	LITIGATION FILES	AC+1		AC+1	R		
1.1.057	719	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	366	MEETING MINUTES (BOARD MEETINGS); MEETINGS OF HAZMAT COMMITTEE, SAFETY COMMITTEE	PM		PM	A		
1.1.058	1691	THERAPEUTIC AGENCY BOARD & INFECTION CONTROL COMMITTEE MEETING MINUTES	PM		PM	A		
1.1.063	356	COMMITTEE MINUTES (STAFF MEETINGS)	1		1			

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1.1.064	3150	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	475	RAW DATA, REPORTS & STUDIES	AV		AV		
1.1.067	470	REPORTS & STUDIES (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.
1.1.068	3152	PERFORMANCE MEASURES REPORT	AC+6		AC+6		AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS
1.1.069	472	REPORTS, EMPLOYEE ACTIVITY & PRODUCTION TYPE REPORTS USED FOR WORKLOAD MEASURES, TIME STUDIES, AND FUNDING	1		1		
1.1.070	367	POLICIES AND PROCEDURES MANUAL- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	3162	TRAINING MANUALS- FINAL	AC+3		AC+3	R	Vital Record. INCLUDES HAZMAT; LINEN; PEST CONTROL; ENVIRONMENTAL SERVICE MANUALS. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	4761	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	394	DESTRUCTION SIGN-OFFS	FE+3		FE+3		CONVENIENCE COPY. RECORD COPY SHOULD BE FORWARDED TO RECORDS MANAGEMENT OFFICE AT CENTRAL OFFICE, AUSTIN.
1.2.005	395	RECORDS RETENTION SCHEDULE	US		US		

RETENTION CODES (Field 7)

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2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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1.2.008	397	REQUEST TO DISPOSE OF STATE RECORDS	FE+3		FE+3		CONVENIENCE COPY. RECORD COPY SHOULD BE FORWARDED TO RECORDS MANAGEMENT OFFICE AT CENTRAL OFFICE, AUSTIN.	
2.1	1661	DIAGNOSTIC RELATED GROUPING & CODING FILES	AV		AV		Vital Record.	
2.1	3797	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6			
2.1.007	3161	QUICKEN PROGRAM	AC		AC		Vital Record. DOES NOT INCLUDE COMMERCIALY AVAILABLE SOFTWARE PROGRAMS. THIS RECORD SERIES ONLY APPLIES IF QUICKEN WAS ALTERED TO MEET HOSPITAL REQUIREMENTS. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94	
3.1	357	ACTIVE AND INACTIVE CREDENTIALS FILES (ON STAFF PHYSICIANS)	5		5		Vital Record.	
3.1	3153	CONTINUOUS QUALITY IMPROVEMENT ASSESSMENTS	FE+2		FE+2		Vital Record. PAPER, ELECTRONIC	
3.1	3157	PERSONNEL INFORMATION FILES	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT	
3.1	6727	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.	

RETENTION CODES (Field 7)

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3.1.001	488	APPLICATIONS & RESUMES OF PEOPLE NOT HIRED	2		2		29 CFR 1602.31 CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.011	495	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	496	EMPLOYMENT ADVERTISEMENTS TO INCLUDE JOB OPENINGS, PROMOTIONS ,TRAINING PROGRAMS, OR OPPORTUNITY FOR OVERTIME	2		2		29 CFR 1602.31 (STATE AGENCIES)
3.1.014	498	EMPLOYMENT SELECTIONS	2		2		Vital Record. 29 CFR 1602.31 (STATE AGENCYS) MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AccessHR PARITALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	507	PRE-EMPLOYMENT PHYSICAL EXAMS	2		2		Vital Record. 29 CFR 1602.31 (STATE AGENCIES)
3.1.018	399	GRIEVANCE FILE (FISCAL)	AC+2		AC+2		Vital Record. AC=RESOLUTION OF THE GRIEVANCE / MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	501	GRIEVANCE RECORD (PERSONNEL)	AC	2	AC+2		Vital Record. AC=FINAL DECISION ON GRIEVANCE / MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	502	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	490	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC	5	AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION

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3.1.021	504	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 SOME CONFIDENTIAL AC=TERMINATION OF EMPLOYMENT. ARCHIVAL REQUIREMENT: POST ON WEB PAGE FOR TRAIL OR REQUIRED PUBLISHED COPIES TO STATE ARCHIVES.
3.1.022	505	PERSONNEL INFORMATION OR ACTION FORM - USED TO CREATE OR CHANGE INFORMATION CONCERNING AND EMPLOYEE INCLUDING PAY, POSITION, NUMBER, EWWAL. DATE, LEAVE OF ABSENCE, ETC.	2		2		29 CFR 1602.31 (STATE AGENCY). AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.
3.1.023	506	POSITION/JOB DESCRIPTION	AC	4	AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.026	520	SECURITY CLEARANCES/CRIMINAL HISTORY CHECKS	AC		AC		AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.027	5552	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL)	AC+6		AC+6		INCLUDES COMPETENCY AND HIPAA.
3.1.035	962	PERFORMANCE BONDS	AC+4		AC+4		Vital Record.
3.2.001	403	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	404	EMPLOYEE EARNING RECORDS	1	3	4		Vital Record.
3.2.003	405	FEDERAL TAX RECORDS	AC+1	3	AC+4		Vital Record.
3.2.004	406	INCOME ADJUSTMENT AUTHORIZATION	1	1	2		Vital Record.

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ARCHIVAL CODES (Field 8)

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VITAL Record (Include in Field 9)

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3.2.005	407	FORM W-4	AC+1	3	AC+4		Vital Record. AC=UNTIL SUPERCEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE.	
3.2.006	515	WAGE RATE TABLES	2		2		29 CFR 516.6(a) (2)	
3.3	510	TRAINING SUPPORT DOCUMENTATION	AC	2	AC+2		AC=COMPLETION OF CLASS	
3.3	3103	STAFF VARIANCES	5		5			
3.3.001	516	AFFIRMATIVE ACTION PLANS	5		5		29 CFR 30.8(e)	
3.3.004	517	BENEFIT PLANS	US	1	US+1		29 CFR 1627.3(b)(2)	
3.3.004	522	GROUP INSURANCE	US	1	US+1			
3.3.010	523	LABOR STATISTICS REPORT REPORTS PROVIDE STATISTICAL INFORMATION ON LABOR FORCE	3		3			
3.3.011	524	FORMER EMPLOYEE VERIFICATION RCORDS - PERSONNEL FILES (EMPLOYMENT HISTORY FILE) (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	528	POSITION/JOB CLASSIFICATION REVIEW FILE	US	3	US+3		CONVENIENCE COPY	
3.3.020	368	WORK SCHEDULES (OD ROSTER) (DUTY ROSTERS, TASK ASSIGNMENTS)	1		1		Vital Record.	
3.3.023	529	REQUEST FOR TUITION ASSISTANCE	FE+3		FE+3			
3.3.026	519	EMPLOYEE LISTINGS IDENTIFIES EMPLOYEE BY SS#,NAME,OR POSITION	US+3		US+3			

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3.3.026	521	EMPLOYEES HIRED DURING MONTH IDENTIFIES ALL POSITIONS FILLED	US+3		US+3		
3.3.026	526	POSITION STAFF REPORT PROVIDES DETAIL ACCOUNT OF ALL POSITIONS WITHIN THE ORGANIZATIONAL STRUCTURE OF THE AGENCY	US+3		US+3		
3.3.026	530	SUMMARY STAFFING REPORT (INFO FOR MONITORING STAFFING PATTERNS IN ORGANIZATIONAL ENTITIES)	US+3		US+3		
3.3.026	532	VACANCY REPORT PROVIDES A CENTRALIZED LISTING OF ALL VACANT POSITIONS IN EACH AGENCY	US+3		US+3		
3.3.030	1571	SAFETY TRAINING (NON-HAZARDOUS)	US+2		US+2		
3.3.031	492	EEO REPORTS AND SUPPORT DOCUMENTATION	3		3		29 CFR 1602.32
3.4.002	534	LEAVE STATUS REPORT CUMULATIVE REPORT IS ISSUED EACH PAY CYCLE & PROVIDES EMPLOYEES LEAVE STATUS INFORMATION FOR EACH POSITION.	FE	3	FE+3		Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.003	535	LESS THAN FULL-TIME WORKED	4		4		40 TAC 301.(a)(4)
3.4.004	536	OVERTIME AUTHORIZATIONS (PERSONNEL)	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.005	537	OVERTIME SCHEDULES (PERSONNEL)	2		2		
3.4.006	538	TIME CARDS & TIME SHEETS (PERSONNEL)	1	3	4		40 TAC815.106(i)
3.4.007	539	TIME OFF &/OR SICK LEAVE REQUESTS (PERSONNEL)	FE	3	FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
4.1.002	1725	DRUG INVOICES	FE+3		FE+3		Vital Record.

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ARCHIVAL CODES (Field 8)

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VITAL Record (Include in Field 9)

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4.1.002	3119	INTERAGENCY BILLINGS	FE+1	4	FE+5		HOSPITAL IS REQUIRED TO KEEP THESE RECORDS FOR FIVE YEARS
4.1.003	444	CANCELLED CHECKS	FE+1	2	FE+3		
4.1.004	415	ENCUMBRANCES	FE+1	2	FE+3		
4.2.002	416	CASH RECEIPTS (& MAIL OPENING LISTS)	FE+1	2	FE+3		
4.2.002	1537	CASH RECEIPTS (FOOD SERVICE)	FE+3		FE+3		
4.2.006	419	JOURNAL VOUCHERS	FE+1	2	FE+3		
4.3	422	TRAVEL LOGS (FISCAL)	FE+1	2	FE+3		Vital Record.
4.3.003	421	PROFESSIONAL FEE LOGS	FE+1	2	FE+3		Vital Record.
4.3.003	3130	EXPENDITURE REPORT	FE+3		FE+3		
4.4.001	423	GENERAL LEDGER AND OPERATING LEDGER	FE+1	2	FE+3		Vital Record.
4.4.002	424	ACCOUNTS RECEIVABLE LISTING	FE	5	FE+5		Vital Record. MAINTAINED TO MEET MEDICARE REQUIREMENTS
4.4.002	425	PATIENT FINANCIAL FILES	AC	5	AC+5		Vital Record. MAINTAINED TO MEET MEDICARE REQUIREMENTS AC=LAST PATIENT ENCOUNTER
4.4.002	1793	LABORATORY CHARGE CARDS - PATHOLOGY	FE+3		FE+3		Vital Record. INFORMATION TRANSFERRED TO PATIENT ACCOUNTING RECORD
4.4.002	3126	AGING REPORT	FE+3		FE+3		Vital Record.
4.5	1669	HOSPITAL ARPB FINANCIAL RECORDS	AC+5		AC+5		

RETENTION CODES (Field 7)

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4.5	3132	MEDICARE AND MEDICAID HOSPITAL AND PHYSICIAN REMITTANCE ADVICE BINDERS	10		10				
4.5.001	430	MEDICARE COST REPORT WORKPAPERS	FE+2	3	FE+5			REQUIRED BY MEDICARE	
4.5.001	431	PERSONNEL SERVICES SCHEDULE (WORKPAPERS, WORKSHEETS FOR PREPARING FISCAL REPORTS, DEPRECIATION LISTING, SS RECOMPUTATIONS)	FE+1	2	FE+3				
4.5.001	433	OPERATING BUDGET WORKPAPERS	FE+1	2	FE+3				
4.5.002	369	INTERNAL MANAGEMENT REPORT & DEPARTMENT BUDGET REPORTS	FE+1	2	FE+3				
4.5.002	1601	MONTHLY REPORTS (CHARGES & COLLECTIONS)	FE+3		FE+3				
4.5.002	3131	MONTHLY FINANCIAL STATEMENT	5		5			HOSPITAL IS REQUIRED TO RETAIN FOR FIVE YEARS	
4.5.003	370	ANNUAL REPORTS - THOSE NOT REQUIRED BY MEDICARE	AC+6		AC+6			Vital Record. COPY MAINTAINED AT DSHS.	
4.5.005	434	ANNUAL REPORTS - REQUIRED BY MEDICARE	FE+1	4	FE+5			REQUIRED BY MEDICARE	
4.5.005	435	MEDICARE COST REPORTS	FE+2	3	FE+5			REQUIRED BY MEDICARE	
4.5.005	436	PERFORMANCE REPORTS (INCLUDES EXTERNAL SPECIAL PURPOSE REPORTS)	FE+1	2	FE+3				
4.5.005	3122	MEDICAID COST REPORTS	5		5			RETENTION IS BASED ON FEDERAL REQUIREMENTS.	
4.5.006	437	OPERATING BUDGETS	FE+1	2	FE+3				
4.6.002	438	RECONCILIATIONS	FE+1	2	FE+3			INCLUDES APPROPRIATION AND PROPERTY; CASHIER BACK-UP DOCUMENTS; FUND/BUDGET TO ACCOUNTING DETAIL	

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4.6.003	440	CASH COUNTS AND SPOT COUNTS	FE+1	2	FE+3	
4.7.001	442	ACCOUNTING POLICIES AND PROCEDURES	US+1	2	US+3	Vital Record.
4.7.002	443	BANK STATEMENTS	FE+1	2	FE+3	
4.7.004	965	CAPITAL ASSET RECORDS	LA+3		LA+3	Vital Record.
4.7.008	446	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).
4.7.011	447	TEXAS BUILDING AND PROCUREMENT COMMISSION STATEMENTS	FE+1	2	FE+3	
4.7.012	3143	SIGNATURE CARDS FOR MEDICAL RECORD DOCUMENTATION	US+FE+3		US+FE+3	
5.1	219	CORRESPONDENCE BOOK (OUT-PATIENT CLINIC)	PM		PM	PATIENTS' MEDICAL INFORMATION
5.1.001	570	CONTRACTS/LEASES	AC+4		AC+4	Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.1.003	981	DELIVERY REPORTS	2		2	
5.1.004	546	MAILING LISTS	US		US	
5.1.004	1689	ADDRESS & TELEPHONE LISTING, (ADDRESSES, INCLUDES VOLUNTEER, BOARD MEMBERS LISTING)	US		US	
5.1.010	3156	OPERATIONAL PERMITS, LICENSES, AND CERTIFICATIONS	AC+2		AC+2	Vital Record.
5.1.013	392	INSURANCE POLICIES	AC+4		AC+4	Vital Record.

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5.1.015	1816	CORRESPONDENCE TRACKING RECORDS	1		1			
5.1.016	1241	TELEPHONE MESSAGE NOTIFICATIONS	1		1		PAPER AND ELECTRONIC. INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2	577	INVENTORY STOCK CARDS	FE+3		FE+3			
5.2	1572	TEMPERATURE RECORDS (REFRIGERATION EQUIPMENT)	FE+1 MO		FE+1 MO			
5.2	1575	MANUFACTURER RECALL DOCUMENTATION	LA		LA		Vital Record.	
5.2	1589	COLD STORAGE INVENTORIES	US		US			
5.2	1682	DEPARTMENT AUTOCLAVING RECORDS	AC+1		AC+1			
5.2	1709	ACCESSION RECORDS (LIBRARY)	LA		LA			
5.2	1760	AUTOCLAVE CHARTS	10		10		Vital Record. CONTAINS PATIENT IDENTIFICATION	
5.2	3163	HOSPITAL MATERIALS MANAGEMENT/INVENTORY AP/GL FINANCIAL RECORDS	FE+3		FE+3			
5.2.002	371	CONSTRUCTION FILES	AC	10	AC+10	R	Vital Record.	
5.2.003	1624	BLUE PRINTS AND ARCHITECTURAL DRAWINGS	LA		LA	R	Vital Record.	
5.2.006	982	CERTIFICATION OF DESTRUCTION OF PROPERTY	FE+3		FE+3		Vital Record.	
5.2.008	1744	EQUIPMENT MAINTENANCE-INSTRUMENT FUNCTION CHECKS/MAINTENANCE RECORDS	LA+3		LA+3		Vital Record.	
5.2.010	1566	EQUIPMENT MANUALS	LA		LA			
5.2.014	448	ANNUAL PHYSICAL INVENTORIES	FE+1	2	FE+3			

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

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**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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673 - TEXAS CENTER FOR INFECTIOUS DISEASE

5.2.015	1100	INVENTORY REMOVAL NOTICE	FE+3		FE+3			
5.2.016	1104	INVENTORY SYSTEM UPDATE LISTING	AC		AC			
5.2.017	1120	LOST & STOLEN PROPERTY REPORTS	FE+3		FE+3		Vital Record.	
5.2.019	346	KEYS/PAGER REFERENCE LOG (REPAIRS)	1		1			
5.2.019	1625	WORK ORDERS	1		1			
5.2.020	352	SUPPLY USAGE REPORTS	FE+1		FE+1		INCLUDES STOCK ISSUES-ORIGINAL ORDER; PAPER, ELECTRONIC	
5.2.021	1218	SURPLUS PROPERTY SALE REPORTS	FE+3		FE+3		Vital Record. PAPER, ELECTRONIC, COMPUTER PRINT OUTS	
5.2.023	1535	YEAR TO DATE ACTIVITY (INVENTORY LISTING)	FE+3		FE+3			
5.3	977	FIXED ASSET HAND RECEIPT	FE+3		FE+3		Vital Record. COMPUTER PRINT OUT AND PAPER	
5.3	2985	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.3.003	1539	FREIGHT CLAIMS	AC+2		AC+2		Vital Record. AC=RESOLUTION OF CLAIM	
5.3.007	568	PURCHASE ORDERS/BID DOCUMENTATION	FE+3		FE+3		Vital Record. PAPER, ELECTRONIC	
5.3.008	1556	PURCHASING LOG	FE+3		FE+3			
5.4	3154	MEDICAL WASTE MANAGEMENT REPORTS	30		30			
5.4.001	500	ACCIDENT REPORTS & ASSOCIATED DOCUMENTATION	CE	5	CE+5		Vital Record. 29 CFR 1904.6 RECORD COPY MAINTAINED BY INDUSTRIAL ACCIDENT BOARD. MAY CONTAIN SOME CONFIDENTIAL INFORMATION	

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VITAL Record (Include in Field 9)

**APPROVED 11/2/2006**

State of Texas  
Records Retention Schedule

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4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

10. 106 No.

673 - TEXAS CENTER FOR INFECTIOUS DISEASE							
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
5.4.003	1570	SAFETY INSPECTIONS; ENVIRONMENTAL POLLUTION CONTROL TESTS	AC+3		AC+3		AC=INSPECTION OR DATE OF THE CORRECTION OF THE DEFICIENCY IF THE INSPECTION REPORT REVEALS A DEFICIENCY.
5.4.003	1775	BLOOD BANK MAINTENANCE LOGS	10		10		CHARTS - TEMPERATURE CHARTS OF REFRIGERATORS, FREEZERS, & INCUBATORS; RETENTION IS CAP AND CLIA REQUIREMENT
5.4.007	561	SAFETY TRAINING - HAZARDOUS MATERIALS	30		30		RETENTION IS A CAP AND CLIA REQUIREMENT.
5.4.007	3134	HAZMAT DRILLS	5		5		Vital Record.
5.4.009	1739	LABORATORY WORK PLACE CHEMICAL LIST & MATERIAL SAFETY DATA SHEETS	30		30		Vital Record. HEALTH & SAFETY CODE 502.005(d). 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.
5.4.009	3158	HAZMAT CHEMICAL LISTING	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	3159	MATERIAL SAFETY DATA SHEETS	AC		AC		Vital Record. AC=AFTER SHEETS ARE UPDATED OR UNTIL HAZARDOUS CHEMICAL NO LONGER STORED BY HOSPITAL, AS APPLICABLE
5.4.011	1574	VISITOR CONTROL REGISTER	3		3		
5.4.012	518	EMPLOYEE IDENTIFICATION; KEY REFERENCE LOGS, CONTROLS	AC+2		AC+2		Vital Record.
5.4.013	482	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US		Vital Record.
5.5.002	224	DAILY FAX ACTIVITY LOG BOOK	AV		AV		

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State of Texas  
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

\_\_\_ ORIGINAL SUBMISSION

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673 - TEXAS CENTER FOR INFECTIOUS DISEASE

5.5.004	348 SWITCHBOARD DAILY LOG	AV	AV		
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