

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
X RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE
10. 106 No.

4. Records Series Item #		5. Agency Item #	7. RETENTION PERIOD			9. Remarks	10. 106 No.
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
896 - OFFICE OF TITLE V AND FAMILY HEALTH (INCLUDES FAMILY HEALTH RESEARCH & PROG DEV. & TEXAS PRIMARY CARE OFFICE)							
	5123	APPLICATIONS OF NON-RESIDENT PHYSICIANS TO REMAIN IN U.S. (TEXAS CONRAD 30)	4		4		
1.1.007	3436	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	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	3437	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	1		1		INCLUDES SOME E-MAIL.
1.1.010	3443	DIRECTIVES - ROUTINE ISSUANCES REGARDING GENERAL ADMINISTRATIVE AND OFFICE PROCEDURES	US+1		US+1		
1.1.011	3444	EXECUTIVE ORDERS - RECORDS WHICH DOCUMENT SIGNIFICANT CHANGES OR NEW AGENCY POLICIES, PROGRAMS, AND/OR PROCEDURES	US+3		US+3	A	Vital Record.
1.1.013	6837	CALENDARS, APPOINTMENT & ITINERARY RECORDS	CE+1		CE+1	R	INCLUDES OUTLOOK CALENDAR. 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	6838	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED (OPEN RECORDS REQUEST-FILLED)	AC+1		AC+1		AC=DATE REQUEST FILLED
1.1.021	6839	PUBLIC INFORMATION REQUESTS - EXEMPTED (OPEN RECORDS REQUESTS-DENIED)	AC+2		AC+2		AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.
1.1.023	3445	ORGANIZATION CHARTS	US		US	A	
1.1.024	3446	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS

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

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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.

896 - OFFICE OF TITLE V AND FAMILY HEALTH (INCLUDES FAMILY HEALTH RESEARCH & PROG DEV. & TEXAS PRIMARY CARE OFFICE)									
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	
1.1.026	6840	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1		AC=DATE OF PUBLICATION IN TEXAS REGISTER		
1.1.027	6841	PROPOSED LEGISLATION	AV		AV				
1.1.038	3447	CUSTOMER SURVEYS	AC		AC		AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.		
1.1.040	3448	REPORTS, PAPERS & SPEECHES - CONFERENCES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.		
1.1.043	6842	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	5266	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.		
1.1.063	3449	MEETING MINUTES/NOTES - STAFF MEETINGS	1		1				
1.1.065	3453	REPORTS & STUDIES - RAW DATA (NON-FISCAL	AV		AV				
1.1.066	6843	REPORTS - BIENNIAL OR ANNUAL	AC+6		AC+6	A	AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. INCLUDES CHILD FATALITY REVIEW ANNUAL REPORT.		
1.1.067	6844	REPORTS AND STUDIES (NON-FISCAL)	3		3	A	INCLUDES TITLE V APPLICATION & REPORT.		
1.1.067	6845	REPORTS AND STUDIES (NON-FISCAL)	3		3	E	INCLUDES SB 30 (JUDICIAL BY-PASS REPORT) (CONFIDENTIAL INFORMATION)		

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1.1.070	6846	AGENCY RULES - FINAL	AC+3		AC+3	R Vital Record. AC=COMPLETION OR TERMINATION OF THE RULE (THIS MEANS THE DATE WHEN THE RULE IS OBSOLETE NOT SUPERCEDED.)
1.1.071	6847	AGENCY RULES - WORKING FILES	AC+3		AC+3	R Vital Record. AC=COMPLETION OR TERMINATION OF THE RULE (THIS MEANS THE DATE WHEN THE RULE IS OBSOLETE NOT SUPERCEDED.)
1.2.003	6848	FORMS HISTORY FILE	AC+1		AC+1	AC=DISCONTINUANCE OF USE OF THE FORM
1.3.001	6849	STATE PUBLICATIONS	AC+2		AC+2	AC=UNTIL SUPERCEDED OR OBSOLETE
1.3.002	6850	PUBLICATION DEVELOPMENT FILES	AV		AV	R
3.1	6756	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	3463	APPLICATIONS - NOT HIRED	2		2	AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.006	6851	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3	AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.
3.1.014	3464	EMPLOYMENT SELECTIONS - INCLUDING INTERVIEW NOTES AND DOCUMENTATION OF SELECTION PROCESS	2		2	Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.019	3468	PEFORMANCE APPRAISALS/JOURNALS	2		2	MAY CONTAIN CONFIDENTIAL DATA. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.

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3.1.020	3474	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5	AC+5	MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION. MORE SERIOUS THAN THIRD LEVEL POSITIVE PERFORMANCE.										
3.1.020	6852	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5	AC+5	AC=TERMINATION OF CORRECTIVE ACTION. MORE SERIOUS THAN THIRD LEVEL POSITIVE PERFORMANCE.										
3.1.021	3484	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5	AC+5	Vital Record. AC=TERMINATION OF EMPLOYMENT										
3.1.023	3486	POSITION/JOB DESCRIPTIONS	AC+4	AC+4	Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.										
3.3.020	6853	WORK SCHEDULES/ASSIGNMENTS	1	1											
3.3.023	3487	TUITION ASSISTANCE & TRAVEL REQUESTS	FE+3	FE+3	TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.										
3.3.025	6855	JOB PROCEDURE RECORDS	US+3	US+3											
3.3.030	6856	TRAINING ADMINISTRATION RECORDS	US+2	US+2	INSTRUCTIONAL MATERIALS USED FOR IN-HOUSE TRAINING OF DSHS STAFF										
3.4.006	6857	TIME CARDS AND TIME SHEETS	4	4	40 TAC815.106(j); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.										
3.4.007	6858	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3	FE+3	BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.										
4.7	917	TEXAS PRIMARY CARE OFFICE GRANTS	AC+3	AC+3	AC=END OF THE GRANT OR GRANT RENEWAL. THESE ARE STATE GRANTS; NOT FEDERAL GRANTS. INCLUDES APPLICATION, PROGRESS NOTES & REPORTS, DELIVERABLES AND VOUCHERS FOR FQHC INCUBATOR GRANT AND OTHER GRANTS.										

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4.7.008	6859	FEDERAL GRANT RECORDS	AC+3		AC+3	Vital Record. INCLUDES TITLE V BLOCK. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).
5.1.001	6860	CONTRACTS	AC+4		AC+4	Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.1.004	3488	ADDRESS & TELEPHONE LISTING	US		US	
5.1.007	6861	REQUISITIONS FOR IN-AGENCY/INTER-AGENCY COPY/PRINTING SERVICE	AV		AV	

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