

**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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604 - VITAL STATISTICS UNIT

147		MORTALITY REPORTS BY RESIDENCE AND OCCURRENCE	PM		PM	R	Vital Record. INCLUDES CAUSES OF DEATH. USED FOR HISTORICAL PURPOSES	
986		FETAL DEATH CERTIFICATES	PM		PM		Vital Record. CERTIFICATES ARE MICROFILMED AFTER 1 MONTH SEE #1830	
987		APPLICATION FOR MARRIAGE LICENSE	PM (copy)	PM (M)	PM		Vital Record. INCLUDES MICROFILM; USED FOR HISTORICAL RESEARCH; PAPER IS MICROFILMED AND THEN DESTROYED, MICROFILM IS RETAINED PERMANENTLY.	05-537-138
989		STATISTICAL REPORT OF BIRTHS/FETAL DEATHS	3		3		Vital Record.	
1045		REPORTS OF DIVORCE OR ANNULMENT OF MARRIAGE	PM	PM	PM		INCLUDES MICROFILM. PAPER IS DESTROYED AFTER MICROFILMING. MICROFILM IS RETAINED PERMANENTLY.	05-537-327
1046		INDEXES FOR BIRTHS AND DEATHS	PM		PM		Vital Record. INCLUDES MICROFICHE. PRIOR TO 1999 THESE RECORDS WERE CONSIDERED CONFIDENTIAL. IN 1999 STATE LAW MADE THEM AN OPEN RECORD.	
1049		INDEXES FOR MARRIAGES, DIVORCES	PM		PM		Vital Record. COMPUTER OUTPUT; MICROFILM	
1050		INDEXES FOR GENEALOGICAL RECORDS, IRREGULARS, SERVICE DEATHS, MILITARY SERVICE RECORDS	PM		PM			
1051		ADMINISTRATIVE RECORDS - OFFICIAL FILES ON ADOPTIONS,	PM		PM		Vital Record. RULE 47A, ART. 4477.RCS	
1052		DOCUMENTATION FOR FILING APPLICATIONS TO AMEND CERTIFICATES OF BIRTH & DEATH	2		2		Vital Record.	
1053		CANCELLATION FILES FOR BIRTH, DEATH, AND FETAL DEATH CERTIFICATES	PM		PM			
1054		EVIDENCE FOR FILING DELAYED CERTIFICATE OF BIRTH	3		3		Vital Record.	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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1055	EVIDENCE FOR FILING DELAYED CERTIFICATES OF BIRTH 3			3			Vital Record.	
1056	DISINTERMENT PERMITS	PM		PM			Vital Record. INCLUDES MICROFILM. AFTER 5 YEARS, PAPER IS MICROFILMED & PAPER IS DESTROYED.	
1059	SUPPLEMENTARY EVIDENCE FILE (BIRTHS)	AC+3		AC+3			Vital Record.	
1118	UNCLAIMED DOCUMENTS	1		1				
1127	VOIDED BIRTH AND DEATH CERTIFICATES	1 MO		1 MO			RETENTION PERIOD RECOMMENDED BY STATE AUDITOR - PROCEDURE, INTERNAL AUDIT AND PROGRAM MAKES MONTHLY RECONCILIATIONS	
1131	NATIONAL CENTER FOR HEALTH STATISTICS TRANSMITTAL REPORT	CE+1		CE+1				
1141	CERTIFICATES OF BIRTH (INCLUDES AMENDMENTS OR CHANGES)	PM	PM (M)	PM			Vital Record. USED FOR HISTORICAL RESEARCH. MICROFILM AND PAPER KEPT PERMANENTLY.	05-537-040 (microfilm)
1142	CERTIFICATES OF DEATH (INCLUDES CHANGES)	PM	PM	PM			Vital Record. USED IN HISTORICAL RESEARCH. SEE #1043, MICROFILM AND PAPER KEPT PERMANENTLY.	05-537-186 (microfilm)
1143	BIRTH & DEATH CERTIFICATE AMENDMENT APPLICATIONS	PM		PM			Vital Record. SEE #1831	
1170	CAUSE OF DEATH UPDATES AND LISTINGS	CE+1		CE+1			PENDING LISTINGS, QUERY TRACKING CHARTS	
1172	CAUSE-OF-DEATH LISTINGS (AS REQUESTED BY PROGRAMS)	AV		AV				
1174	CODING EDIT INFORMATION	2		2				
1175	OUT OF STATE BIRTH-DEATH CERTIFICATES	3		3			RETAINED PER AGREEMENT BETWEEN THE STATES	
1176	VERIFICATION SHEETS	1		1				

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1177	INFORMATION FILES	AV		AV				
1179	PREMATURE DEATH FILE	AV		AV				
1183	TEXAS VITAL STATISTICS CODING FORMATS	US		US			Vital Record.	
1190	HEALTH, SOCIAL, EDUCATION AND GENETIC HISTORY REPORTS (HSEGH)	0	99	99			Vital Record. ORIGINAL HELD AT STATE RECORDS CENTER; DUPLICATE HELD IN AGENCY.	05-537-297
1192	MONTHLY VITAL STATISTICS REPORTS	AC+3		AC+3			EXCHANGE AGREEMENT WITH OTHER AGENCIES - SUMMARIZED IN ANNUAL REPORT	
1202	NATIONAL DEATH INFORMATION	5		5				
1211	DIRECTORS ACTIVE WORKING FILES	AV		AV				
1213	STATISTICAL SERVICES OPERATIONS	AV		AV			Vital Record.	
1223	COUNTY MEETING DATA	FE+2		FE+2				
1234	VITAL STATISTICS COOPERATIVE PROGRAM FILES	AV		AV			Vital Record.	
1236	INFANT DEATH FILES (DEATHS UNDER ONE YEAR)	CE+1		CE+1			WORKING LISTS FOR BIRTH/INFANT DEATH MATCHING	
1249	CHILD FATALITY REVIEW REPORTS	PM		PM				
1253	TEXAS LIVE BIRTH REPORTS BY RESIDENCE AND OCCURRENCE	US		US			Vital Record. REPORT PRINTED ON-DEMAND FROM B_STAT DATABASE. INCLUDES LIVE BIRTH DETAIL TABULATIONS, OTHER BIRTH DATA USED FOR HISTORIAL PURPOSES	
1254	CYCLIC CHILD DEATH RECORDS	1		1			Vital Record.	
1255	SUPPLEMENTAL EVIDENCE FILES (SUSPECTED FRAUD)	PM		PM				

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1256	SUITS AFFECTING THE FAMILY RELATIONSHIP FORMS	PM(copy)	PM(M)	PM		Vital Record. INCLUDES MICROFILM. PAPER IS MICROFILMED AND THEN DESTROYED, MICROFILM IS RETAINED PERMANENTLY.	05-537-355
1830	FETAL DEATH CERTIFICATES	PM (copy)	PM (M)	PM		Vital Record. USED IN HISTORICAL RESEARCH SEE #986.	05-537-185
1831	BIRTH & DEATH CERTIFICATE AMENDMENT APPLICATIONS	1		1			
2877	BIRTH CERTIFICATE, MEDICAL INFORMATION SECTION	AV	30 MO	AV+30 MO		Vital Record.	05-537-070
2988	ADOPTION RECORDS (TEXAS FAMILY CODE)	PM	PM	PM		MASTER IS STORED AT THE STATE RECORDS CENTER.	05-537-292
2996	VOLUNTARY ADOPTION REGISTRY APPLICATIONS	99		99		Vital Record.	
3001	ACKNOWLEDGEMENT OF PATERNITY	PM		PM		Vital Record. PAPER IS SCANNED AND THEN DESTROYED	
3002	ADOPTION CASE RECORDS (CLOSED AGENCIES)	PM	PM	PM		INCLUDES MICROFILM; MICROFILM MASTER IS STORED AT THE STATE RECORDS CENTER. PAPER RECORDS STORED AT DSHS WAREHOUSE	05-537-291
4518	PROBATE OBITUARY DEATHS	PM	PM (M)	PM		Vital Record. DEATH CERTIFICATES WHICH WERE FILED LATER THAN AT THE TIME OF DEATH. PAPER IS MICROFILMED. PAPER & MICROFILM ARE RETAINED PERMANENTLY. MASTER FILM STORED AT SRC.	05-537-340
4519	FOREIGN DEATHS	PM	PM (M)	PM		Vital Record. DEATH CERTIFICATES OF TEXAS RESIDENTS WHERE THE LOCATION OF DEATH WAS OUTSIDE OF UNITED STATES. PAPER IS MICROFILMED; PAPER & MICROFILM ARE RETAINED PERMANENTLY. MASTER FILM STORED AT SRC.	05-537-341
4532	PROBATE DELAYED BIRTHS	PM	PM (M)	PM		Vital Record. BIRTH CERTIFICATES WHICH WERE FILED LATER THAN AT THE TIME OF BIRTH. PAPER IS MICROFILMED; PAPER & MICROFILM ARE RETAINED PERMANENTLY. MASTER FILM STORED AT SRC.	05-537-342

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604 - VITAL STATISTICS UNIT								
5094		ADMINISTRATIVE RECORDS - OFFICIAL FILES ON LEGITIMATIONS	3	57	60		Vital Record. RULE 47A, ART.4477.RCS	05-537-181
5095		ADMINISTRATIVE RECORDS - OFFICIAL FILES ON LEGAL CHANGES OF NAME	AV	75	AV+75		Vital Record. RULE 47A, ART.4477.RCS	
5758		BIRTH QUERY LISTINGS & LOGS	CE+1		CE+1		GENERAL (ANENCEPHALY), LOW BIRTH WEIGHT, MULTIPLE BIRTHS	
5762		DPS TRAFFIC DEATH REPORTS	CE+6 MO		CE+6 MO		MEMO TO RECORDS RECEIVING	
5765		TABULAR LISTING OF SPECIAL CAUSES	PM		PM		Vital Record. INCLUDES CAUSES OF DEATH, MANUAL PULLS, USED FOR HISTORICAL RESEARCH	
1.1	90	DATA QUALITY WEEKLY REPORT	CE+1		CE+1		WORKLOAD PROGRESS	
1.1	94	NOSOLOGY WEEKLY REPORTS	CE+1		CE+1		WORKLOAD PROGRESS	
1.1	110	INTERSTATE TRANSCRIPT EXCHANGE AGREEMENT	CE+1		CE+1			
1.1	779	REQUEST FOR CORRECTION TO TRANSMITTED DATA	AV		AV		Vital Record.	
1.1	1156	NCHS CODE CONVERSION TABLES	US+5		US+5			
1.1	1158	INDUSTRY AND OCCUPATION CODING INFORMATION	US+5		US+5			
1.1	1159	NOSOLOGY GUIDELINES (CLASSIFICATION OF DISEASE)	US		US			
1.1	1195	COMPLETED DATA REQUEST FORMS	CE+3		CE+3		RELATES TO KEY PERFORMANCE MEASURES	
1.1	1197	CORPD DOCUMENT FILE (RESEARCH STUDIES)	AC+5		AC+5		Vital Record. CORPD=COMMITTEE ON REQUESTS FOR PERSONAL DATA	
1.1	1226	BIRTH/DEATH/FETAL DEATH PRESENTATION SLIDES	US+1		US+1			

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604 - VITAL STATISTICS UNIT

1.1	5760	ANNUAL ABORTION REPORT FORM	AC	1	AC+1		AC=COMPLETION OF FINAL REPORT.	05-537-352
1.1	5767	REPORT OF KEY PERFORMANCE MEASURES	CE+3		CE+3		MONTHLY REPORT	
1.1.002	936	AUDITS	AC+7		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.	
1.1.004	938	BIENNIAL BUDGET REQUESTS	AC+6		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	1063	COMPLAINT FILE	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT	
1.1.007	939	CORRESPONDENCE, ADMINISTRATIVE	3		3	R	Vital Record. INCLUDES NCHS CORRESPONDENCE. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	940	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.010	941	DIRECTIVES	US+1		US+1		(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	
1.1.013	942	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	944	LEGAL OPINIONS AND ADVICE	AV		AV	R		

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604 - VITAL STATISTICS UNIT

1.1.020	6813	SUBPOENAS (DSHS IS NOT A PARTY TO THE LITIGATION)	AC+1		AC+1		AC=DATE OF DSHS' RESPONSE TO THE SUBPOENA IN THE FORM OF COMPLETED QUESTIONS AND RESPONSIVE DOCUMENTS, AFFIDAVITS OF NO RECORDS, OR, IN THE CASE OF WITNESS SUBPOENAS, THE DATE ON WHICH DSHS EMPLOYEE APPEARED AS A WITNESS.	
1.1.023	1069	ORGANIZATION CHARTS-AGENCY COPY	US		US	A		
1.1.024	946	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.027	948	PROPOSED LEGISLATION	AV		AV			
1.1.040	950	REPORTS, CONFERENCE	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	1225	BVS CERTIFICATE TRAINING	US+1		US+1			
1.1.057	1262	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	945	MEETING MINUTES	PM		PM	A	Vital Record.	
1.1.062	1224	ANNUAL VITAL STATISTICS CONFERENCE RECORDS (INCLUDING EXHIBITS)	2		2	A		
1.1.064	1723	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	1154	NCHS QUALITY CONTROL	AV		AV		SAMPLES, REJECTS, COMPARISONS AND RARE CAUSES	
1.1.065	1194	DATA TABULATIONS	AV		AV		RAW DATA, SPSS RUNS, PROJECT DEVELOPMENT	

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1.1.065	1259	BIRTH, DEATH, FETAL DEATH, MARRIAGE, & DIVORCE EDITS	AV		AV				
1.1.067	949	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.		
1.1.069	85	NOSOLOGY ACTIVITY REPORTS	1		1		CYCLE INPUT SHEETS; EMPLOYEE WEEKLY REPORTS		
1.1.069	1153	CODING ACTIVITY REPORTS & OTHER EMPLOYEE REPORTS	1		1				
1.1.070	1071	POLICIES AND PROCEDURES MANUAL- FINAL	AC+3		AC+3	R	Vital Record. VITAL STATISTICS PROCEDURES; DEPARTMENTAL PROCEDURES; CODING/KEYING INSTRUCTIONS; RECORD LAYOUT FORMAT; COUNTY/CITY DECODES; NOSOLOGY CODING. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.1.070	1229	DHHS INSTRUCTIONS FOR COMPILING CERTIFICATES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.1.071	4758	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.2.003	1184	CERTIFICATE REVISIONS	PM		PM		Vital Record. USED FOR INVESTIGATING ABUSED, MISUSED, OR FLAGGED RECORDS. TAC RULE 181.24		
1.2.003	1239	CERTIFICATE REVISION WORKING FILES	AC+1		AC+1		AC=DISCONTINUANCE OF VERSION OF CERTIFICATE		
1.2.005	1077	RECORDS RETENTION SCHEDULE	US		US				
1.2.006	1222	RECORDS TRANSMITTAL - AGENCY COPY	AC+2		AC+2		Vital Record. AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER		
1.2.008	1079	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS	FE+3		FE+3				

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1.3.002	86	VITAL STATISTICS STUDIES	US		US	R	Vital Record. SPECIAL STUDIES & SURVEYS	
2.1	1161	CAUSE OF DEATH PROCESSING RECORDS	CE+1		CE+1		Vital Record. EDITS, PRINTOUTS & TAPES	
2.1.001	1084	PROCESSING FILES	FE+3		FE+3		Vital Record. USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.	
2.1.007	1160	CODING BRANCH COMPUTER REFERENCE FILE (SOFTWARE)	AC	2	AC+2		Vital Record. USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.	
2.1.007	1250	RUN SCHEDULER RUN STATS	AC		AC		Vital Record. 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	
2.1.009	1085	DOCUMENTATION (CERTIFICATE TRACKING)	FE	3	FE+3		Vital Record. RETENTION PERIOD RECOMMENDED BY STATE AUDITOR; USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.	05-537-356
2.1.009	1086	OPERATING SYSTEM FILES	AC+3		AC+3		Vital Record. USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.	
2.1.009	1246	TECHNICAL DOCUMENTATION (DATA PROCESSING DOCUMENTATION)	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.	
2.2	1080	DATA PROCESSING PRIORITY REQUESTS	AV		AV		DP-803	

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R - Review by State

VITAL Record (Include in Field 9)

**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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604 - VITAL STATISTICS UNIT

2.2.004	1185	DATA PROCESSING REQUESTS (803)		3 MO	3 MO			
2.2.012	1081	COMPUTER PRODUCED OUTPUT	AV		AV		Vital Record.	
2.2.012	1083	COMPUTER PRODUCED OUTPUT MASTER LISTING OF DATA OUTPUT	AV		AV		Vital Record.	
2.2.012	1243	BIRTH/INFANT DEATH MATCHING FILES	AV		AV		Vital Record.	
3.1	1214	STATISTICAL SERVICES PERSONNEL FILES	AC+5		AC+5			
3.1	6721	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. BEGINNING 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	1088	APPLICATIONS OF PEOPLE NOT HIRED	2		2		CONTAINS SOME CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.014	1095	EMPLOYMENT SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.019	1091	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.	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

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3.1.020	954	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		FILE MAINTAINED IN BUREAU UNTIL EMPLOYEE TERMINATES, AT THAT TIME FILE IS TRANSFERRED TO PERSONNEL. MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.1.021	1094	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5		Vital Record. MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT	
3.1.023	1096	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.2	957	PAYROLL WARRANT LISTINGS	1		1			
3.3	956	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC	
3.3.001	1101	AFFIRMATIVE ACTION PLAN	5		5			
3.3.020	959	WORK SCHEDULES	1		1			
3.3.023	1193	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	
3.3.026	1103	EMPLOYEE LISTINGS	US+3		US+3			
3.3.026	1106	VACANCY REPORTS	US+3		US+3			
3.4.001	960	ACCUMULATED LEAVE ADJUSTMENT REQUEST	FE+3		FE+3			
3.4.002	1107	LEAVE STATUS REPORT	FE+3		FE+3		Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.003	963	TIME & LEAVE RECORDS, LESS THAN FULL-TIME WORKED 4			4			

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4. Records Series Item #		5. Agency Item #	6. Records Series Title		7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.		
604 - VITAL STATISTICS UNIT										
3.4.004	964	OVERTIME AUTHORIZATIONS	2		2			BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.		
3.4.006	1109	TIME CARDS/TIME SHEETS	4		4			40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.		
3.4.007	1221	TIME/LEAVE RECORDS	FE+3		FE+3			BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.		
4.1.001	1138	STATE LIBRARY VOUCHERS	FE+3		FE+3					
4.1.002	1134	PENDING FEE REQUESTS & COMPLETED FILES	FE+3		FE+3			COMPLETED REQUEST ARE FILED IN STATISTICAL CORRESPONDENCE/REQUESTS FILE AGENCY ITEM #1220		
4.1.002	1220	STATISTICAL CORRESPONDENCE/REQUESTS	FE+3		FE+3					
4.1.002	1247	COMPLETED INVOICES	FE+3		FE+3			Vital Record.		
4.1.003	1110	CANCELLED CHECK/STUBS	FE+3		FE+3					
4.2.003	1111	DAILY CASH RECEIPTS LOG	FE+3		FE+3			Vital Record.		
4.2.003	1136	REMITTANCE LISTS (EDIT)	FE+3		FE+3					
4.2.006	1113	GENERAL JOURNAL VOUCHER	FE+3		FE+3					
4.4	1207	INVOICES FOR STATISTICAL REQUESTS	FE+3		FE+3					
4.4.001	980	GENERAL LEDGER (BIRTHS & DEATHS CERTIFICATES FILED BY ELECTED REGIONAL OFFICIAL)	FE+3		FE+3			Vital Record. LEDGER MAINTAINED TO DOCUMENT FEES FOR LOCAL OFFICIALS		
4.4.004	1114	EMPLOYEE SAVINGS BONDS	FE+3		FE+3			Vital Record. RECORD OF SAVINGS BONDS ISSUED		

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604 - VITAL STATISTICS UNIT

4.5.001	967	FISCAL NOTES & WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3		FE+3			
4.5.002	968	INTERNAL MANAGEMENT REPORTS	FE+3		FE+3			
4.7.006	1116	COMPROLLER STATEMENTS	FE+3		FE+3			
5.1	142	CONTRACT DEVELOPMENT	AV		AV		BACKUP DOCUMENTATION VSCP, NDI, SOCIAL SECURITY	
5.1	1125	TELECOMMUNICATION WORK REQUESTS	AV		AV			
5.1	5759	DATA TRANSMISSION FILES	CE+1		CE+1			
5.1.001	969	CONTRACTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.004	1180	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US			
5.1.005	970	POSTAGE EXPENSE REPORTS	FE+3		FE+3			
5.1.007	1119	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV			
5.1.012	1062	CHARGE SCHEDULES	US+3		US+3			
5.1.015	1066	CORRESPONDENCE LOGBOOKS	1		1			
5.1.016	2722	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.2.008	140	EQUIPMENT PURCHASES & REPAIRS	LA+3		LA+3			
5.2.010	971	EQUIPMENT MANUALS	LA		LA			

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5.2.014	1121	INVENTORY (ANNUAL PHYSICAL)		FE+3	FE+3			
5.2.016	983	INVENTORY SYSTEM UPDATE LISTING		AC	AC		AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING.	
5.2.020	1123	SUPPLY USAGE RECORDS		FE+1	FE+1			
5.3	2965	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION		FE+4	FE+4			
5.3.007	973	REQUESTS FOR PURCHASING		FE+3	FE+3			
5.4.001	1124	ACCIDENT REPORT-INDIVIDUAL		CE+5	CE+5		Vital Record. ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.	
5.4.012	1060	CONFIDENTIALITY STATEMENTS/COMPUTER PASSWORDS		AC+2	AC+2		Vital Record.	
5.4.012	1098	SECURITY ACCESS RECORDS		AC+2	AC+2		Vital Record.	
5.4.012	1102	EMPLOYEE IDENTIFICATION		AC+2	AC+2		Vital Record.	
5.4.013	1076	DISASTER PREPAREDNESS AND RECOVERY PLAN		US	US		Vital Record.	
5.6.003	1126	INSPECTION REPAIR AND MAINTENANCE RECORDS		LA+1	LA+1			

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