

APPROVED 11/2/2006

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

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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.

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
		711 - ZONOSIS CONTROL						
	146	RABIES DATABASE		PM	PM			
	150	SLIDES OF DISEASE CONDITIONS		US	US		35MM SLIDES	
	152	PLAGUE AND RABIES SURVEILLANCE FILES		AV	AV			
	1353	HUMAN RABIES DATABASE		PM	PM			
	1354	RABIES BIOLOGICALS DISTRIBUTION DATABASE		PM	PM			
	1355	DATABASE OF HUMAN DEATHS CAUSED BY ANIMAL BITES/STINGS		PM	PM			
	3992	ORAL RABIES VACCINATION PROGRAM DATA		PM	PM		Vital Record.	
	3993	ORAL RABIES VACCINATION PROGRAM PROTOCOL		PM	PM		Vital Record.	
	4541	NEGATIVE RABIES TEST RESULTS FROM VARIOUS LABORATORIES		CE+1	CE+1			
	5789	ZOONOTIC (RABIES) INCIDENCE REPORTS		20	20		INCLUDES NON-NEGATIVE TEST RESULTS	
	6210	DANGEROUS WILD ANIMAL DATABASE		PM	PM			
	6211	APPROVED EUTHANASIA COURSES		5	5		CE.	
	6212	DATABASE OF STUDENTS WHO ATTENDED THE EUTHANASIA COURSE		5	5		CE	
1.1	151	ANIMAL CONTROL OFFICER EXAMS - PASSED		1	1		COMPLETED TESTS OFFERED AT THE END OF TRAINING NON-DSHS INDIVIDUALS. LEGISLATURE MANDATES THAT DSHS PROVIDE TRAINING.	
1.1	966	REFERENCE FILES		AV	AV			

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ARCHIVAL CODES (Field 8)

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711 - ZONONOSIS CONTROL

Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
1.1	3991	ANIMAL CONTROL OFFICER TESTS - FAILED	CE+3		CE+3		TESTS OFFERED AT THE END OF TRAINING NON-DSHS INDIVIDUALS. LEGISLATURE MANDATES THAT DSHS PROVIDE TRAINING.
1.1	6139	ZOONOTIC DISEASE INVESTIGATIONS (HUMAN)	AV		AV		RECORDS ORIGINATE IN THE REGIONS AND ARE FORWARDED TO CENTRAL OFFICE.
1.1	6140	ZOONOTIC DISEASE INVESTIGATIONS (ANIMAL)	AV		AV		RECORDS ORIGINATE IN THE REGIONS AND ARE FORWARDED TO CENTRAL OFFICE.
1.1.007	1349	CORRESPONDENCE - ADMINISTRATIVE	3		3		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	5790	CORRESPONDENCE - GENERAL	1		1		INCLUDES SOME E-MAIL.
1.1.013	3978	CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1		INCLUDES CALENDERS IN OUTLOOK. 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	1363	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	1365	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST
1.1.043	1369	TRAINING MATERIALS	US+1		US+1		ANIMAL CONTROL OFFICER
1.1.057	1350	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.

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711 - ZOONOSIS CONTROL							
1.1.067	5782	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	6162	REPORTS, ACTIVITY	1		1		
1.1.070	134	POLICIES AND PROCEDURES MANUALS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	1148	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.3.001	136	DIVISION PUBLICATIONS (OTHER COPIES)	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO EXECUTIVE AND STAFF OPERATIONS (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
2.1.007	5783	SOFTWARE AND JOB CONTROL LANGUAGE	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
3.1	4829	EMPLOYEE JOB MANDATED IMMUNIZATION RECORDS	10		10		Vital Record. INCLUDES IMMUNIZATIONS, VACCINATIONS, AND TESTS. IMMUNIZATION RECORDS REQUIRE 10 YR RETENTION PERIOD.

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3.1	6733	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.	
3.1.014	5787	EMPLOYEE SELECTION RECORDS	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.019	1370	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	1351	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.1.022	1372	PERSONNEL INFORMATION OR ACTION FORMS	2		2		MAY CONTAIN CONFIDENTIAL INFORMATION/CONVENIENCE COPY. AccessHR ASSUMED THIS FUNCTIONALITY IN OCTOBER 2005.	
3.3.023	1005	TRAVEL AUTHORIZATION REQUESTS AND SUPPORTING DOCUMENTATION	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	
3.3.023	1373	TUITION ASSISTANCE, REQUESTS FOR	FE+3		FE+3			
3.4.004	5784	OVERTIME AUTHORIZATIONS	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006	5785	TIME CARDS & TIME SHEETS	4		4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	

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3.4.007	5786	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
5.1.007	6787	REQUISITION FOR IN-AGENCY PRINTING AND COPYING	AV		AV			
5.1.016	4347	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
5.3	3981	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4			
5.3.009	1385	REQUESTS FOR PROCUREMENT INFORMATION	AC		AC		AC=DATE OF DIRECT PURCHASE, ISSUANCE OF REQUEST FOR BIDS OR DECISION NOT TO PROCEED WITH THE PROCUREMENT, AS APPLICABLE.	

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