

**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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116 - ACCOUNTING (FISCAL)

1.1	35	TRAVEL ITINERARIES FOR TDH/DSHS (AIRLINE TICKETS BOOKED)	FE+2		FE+2			
1.1.007	580	CORRESPONDENCE, ADMINISTRATIVE	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	581	CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.	
1.1.020	591	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	592	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.024	611	DATA PROCESSING PLANNING RECORDS REPORTS, STUDIES, AND ANALYSIS	AC	3	AC+3		DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL. ALSO RETAIN THE DATA USED IN THE STUDY OR ANALYSIS. AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.024	612	DATA PROCESSING PLANNING RECORDS - LONG AND SHORT-RANGE PLANS	AC	3	AC+3		Vital Record. DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL. AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	05-537-512
1.1.038	600	CUSTOMER SURVEYS	AC+3		AC+3		SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	
1.1.057	824	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.063	589	MEETING MINUTES/STAFF, INCLUDES AGENDA	1		1			
1.1.065	599	NON-ROUTINE OR SPECIAL REPORTS (RAW DATA)	AV		AV			

RETENTION CODES (Field 7)

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ARCHIVAL CODES (Field 8)

A - Transfer to State  
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VITAL Record (Include in Field 9)

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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.

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
116 - ACCOUNTING (FISCAL)								
1.1.069	597	REPORTS, EMPLOYEE	1		1			
1.1.070	595	AGENCY RULES, POLICIES & PROCEDURES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	756	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.006	585	RECORDS TRANSMITTAL FORM - AGENCY COPY	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER	
1.2.008	604	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS(RMD 102)-AGENCY COPY	FE+3		FE+3			
2.1.001	607	PROCESSING FILES	AC		AC		Vital Record. AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY OT RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.	
2.1.007	609	PROGRAMS 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	
2.1.009	608	DOCUMENTATION (AUTOMATED APPLICATION)	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.	
2.2.002	610	COMPUTER UTILIZATION RECORDS	FE+3		FE+3		FOR LONG-RANGE PLANS AND STUDIES.	

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

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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 #	Item #		Agency	Storage	Total					
116 - ACCOUNTING (FISCAL)										
2.2.011	605	BATCH/DATA ENTRY CONTROL FORMS	AC		AC			AC=WHEN RECONCILIATION CONFIRMED.		
2.2.012	606	COMPUTER PRODUCED OUTPUT	AV		AV			Vital Record.		
3.1	6684	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	821	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2			MAY CONTAIN CONFIDENTIAL INFORMATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.014	829	EMPLOYMENT SELECTION NOTES	2		2			Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.019	834	PEFORMANCE APPRAISALS/JOURNALS	2		2			MAY CONTAIN 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	616	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5			MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION		
3.1.035	602	PERFORMANCE BONDS (SURETY BONDS)	AC+4		AC+4			Vital Record.		
3.2	5857	PAYROLL AUTHORIZATION FILES BY EMPLOYEE NAME	AC	4	AC+4			AC=8/31/04, END OF TDH. MODE OF KEEPING THESE RECORDS CHANGED.	05-537-515	
3.2	6141	PAYROLL WARRANT LISTINGS	1		1					

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4. Records Series Item #		5. Agency Item #	7. RETENTION PERIOD			9. Remarks	10. 106 No.
Series Item #	Item #	6. Records Series Title	Agency	Storage	Total		
116 - ACCOUNTING (FISCAL)							
3.2	6148	DEFERRED COMPENSATION WORKING FILES	FE+3		FE+3		INCLUDES ISSUES/PROBLEMS AND CORRESPONDENCE.
3.2.001	621	EMPLOYEE DEDUCTION AUTHORIZATION	AC+4		AC+4		Vital Record. AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.
3.2.002	622	EMPLOYEE EARNING RECORDS (INCLUDES PAYROLL AFFIDAVIT)	1	3	4		Vital Record. 40 TAC 301.6(i) 05-537-062
3.2.002	3987	EMPLOYEE EARNING RECORDS - RECORDS CREATED AFTER 1989	FE	4	FE+4		Vital Record. RECORDS MUST BE CLOSED OUT AT THE END OF THE FISCAL YEAR.
3.2.002	5464	EMPLOYEE EARNING RECORDS - RECORDS CREATED PRIOR TO 1994	FE+1	74	FE+75		Vital Record. (MICROFILM) THESE ARE HISTORICAL RECORDS AND WE NEED TO HAVE ACCESS TO ANSWER QUESTIONS FOR THE EMPLOYEES RETIREMENT SYSTEM REGARDING THE EARNINGS OF PRIOR EMPLOYEES. 05-537-188
3.2.003	623	FEDERAL TAX RECORDS INCLUDES FICA RECORDS	AC	4	AC+4		Vital Record. 26 CFR 516.6001-1 AC=TAX DUE DATE, DATE CLAIM IS FILED OR DATE TAX IS PAID WHICHEVER IS LATER. 06-537-519
3.2.003	1288	FEDERAL TAX RECORDS (TCADA)	AC+1	3	AC+4		Vital Record. AC=TAX DUE DATE, DATE THE CLAIM IS FILED, OR DATE TAX IS PAID WHICHEVER IS LATER
3.2.003	5862	941 EMPLOYER'S QUARTERLY FEDERAL TAX RETURN (941 QUARTERLY REPORT)	AC	10	AC+10		Vital Record. AC=TAX DUE DATE, DATE THE CLAIM IS FILED OR DATE TAX IS PAID, WHICHEVER IS LATER. RETENTION PERIOD BASED ON PRODUCING DOCUMENTATION TO ANSWER FEDERAL DEMANDS FOR ADDITIONAL TAX. (PUBLICATION 583) 05-537-513
3.2.005	625	W-4 FORMS (EMPLOYERS COPY OF "EMPLOYEES' WITHHOLDING EXEMPTION CERTIFICATE")	AC	4	AC+4		Vital Record. AC=UNTIL SUPERCEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE. 05-537-511
3.2.007	5876	UNEMPLOYMENT COMPENSATION	AC	5	AC+5		

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4. Records Series Item #		5. Agency Item #	7. RETENTION PERIOD			9. Remarks	10. 106 No.
Series Item #	Item #	6. Records Series Title	Agency	Storage	Total		
116 - ACCOUNTING (FISCAL)							
3.2.008	1289	DIRECT DEPOSIT APPLICATION/AUTHORIZATION (TCADA)	US		US		Vital Record.
3.2.008	5028	DIRECT DEPOSIT APPLICATION/AUTHORIZATION OR EXEMPTION FORMS	US		US		Vital Record.
3.2.009	617	STATE DEFERRED COMPENSATION	AC	5	AC+5		Vital Record. AC=ALL ACCOUNTS WITH A VENDOR OR VENDORS FOR THE INDIVIDUAL PARTICIPANT HAVE BEEN CLOSED. FOR INSTRUCTIONS REGARDING THE DETERMINATION OF THE CLOSURE OF ACCOUNTS AND FOR ADDITIONAL INFORMATION REGARDING THE RETENTION PERIOD SEE THE MOST CURRENT EDITION OF THE "BENEFITS COORDINATOR REFERENCE MANUAL" ISSUED BY THE EMPLOYEES RETIREMENT SYSTEM OF TEXAS. 06-537-527
3.2.010	5856	HUMAN RESOURCE INFORMATION SYSTEM (HRIS) REPORTS	AC	4	AC+4		Vital Record. 06-537-520
3.3.004	629	BENEFIT PLAN	US+1		US+1		29 CFR 1627.3(b)(2)
3.3.023	6240	TRAVEL REQUESTS; REQUESTS TO PARTICIPATE IN EDUCATIONAL PROGRAMS, WORKSHOPS, COLLEGE CLASSES, ETC.	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.4.001	636	ACCUMULATED LEAVE ADJUSTMENT DOCUMENTS USED TO CREATE EMPLOYEE BALANCES,TRANSFER LEAVE,ADJUST CARRY-OVER BAL. AUG.31,TO CLOSE OUT LEAVE ON SEPARATED EMPLOYEES	FE+3		FE+3		
3.4.002	637	LEAVE STATUS REPORT CUMULATIVE REPORT ISSUED EACH PAY CYCLE AND PROVIDES EMPLOYEES LEAVE STATUS INFORMATION FOR EACH POSITION	FE+3		FE+3		Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.004	638	OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.
3.4.005	639	OVERTIME SCHEDULES	2		2		

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Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
3.4.006	640	TIME CARDS AND TIME SHEETS (MONTHLY)	FE+1	3	FE+4		40 TAC815.106(j); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	05-537-120
3.4.007	641	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.1.002	2533	VOUCHER DETAIL RUNS	FE+1	3	FE+4		RETENTION IS BASED ON FEDERAL GUIDELINES.	05-537-067
4.1.003	3739	CANCELLED CHECKS-PETTY CASH ACCOUNT	FE+3		FE+3			
4.1.004	644	ENCUMBRANCE DETAIL	FE+4		FE+4		RETENTION IS BASED ON FEDERAL GUIDELINES.	
4.2	1290	USAS VOUCHERS AND SUPPORTING DOCUMENTS (TCADA)	FE+1	2	FE+3			05-537-494
4.2	1821	DEPOSIT INSTRUCTION	FE+1	3	FE+4			05-537-029
4.2	2532	AUDITS & WARRANTS BACK-UP DOCUMENTS	FE+1	3	FE+4		INCLUDES TRAVEL ADVANCE; WARRANT CANCELLATIONS.	05-537-066
4.2	4524	CASHIER MICROFILM	FE+3		FE+3		IMAGES MADE AT ENDORSEMENT. MICROFILM PROCESSED AT SRC AND RETURNED TO AGENCY	
4.2	5861	MEDICAID FISCAL RECORDS	1	19	20		FREW	05-537-514
4.2.003	1291	TRAVEL ADVANCE CASH RECEIPT LOG	FE+3		FE+3			
4.2.004	649	ENCUMBRANCE VOUCHERS	FE+4		FE+4		RETENTION BASED ON FEDERAL GUIDELINES.	
4.2.005	2073	PURCHASE VOUCHERS / ORDERS	FE+1	3	FE+4			
4.2.005	2357	DOCUMENTS OF ORIGINAL ENTRY	FE+1	2	FE+3		LETTER AND LEGAL SIZE CASH RECEIPTS	
4.2.006	651	GENERAL JOURNAL VOUCHERS	FE+3		FE+3			

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4.2.007	650	EXPENDITURE VOUCHERS	FE+1	3	FE+4		RETENTION BASED ON FEDERAL GUIDELINES	05-537-063
4.2.007	1209	EXPENDITURE VOUCHERS - IMAGED (F,M,T,A)	FE	4	FE+4		(SEE AGENCY ITEM #650) PAPER COPIES WILL BE DESTROYED AFTER CD IMAGE IS VERIFIED. BACKUP CD'S ARE KEPT AT WINTERS BUILDING. RETENTION IS BASED ON FEDERAL GUIDELINES.	
4.3	1293	FEDERAL FUND CASH DRAWSHEETS (TCADA)	AV		AV			
4.3	1335	USAS DAFR REPORTS (TCADA)	AV		AV			
4.3	3898	JOURNALS & REGISTERS (O/S VOUCHER REP. K11091,DAILY ESP. & ENC. SUMMARIES K11092, ACCOUNTING TRANS. COUNT, REQ. JOURNAL REG., REQ. REG. VOUCHER ADJ. REG., BACK-OUT REG.)	FE+1	3	FE+4			05-537-077
4.3.001	652	SALES (ENCUMBRANCE AND CASH JOURNALS)	FE+3		FE+3		Vital Record.	
4.3.002	653	RECEIPTS (JOURNALS AND REGISTERS)	FE+3		FE+3		Vital Record.	
4.3.003	654	EXPENDITURES (JOURNALS AND REGISTERS)	FE+3		FE+3		Vital Record.	
4.3.003	1825	VOUCHER REGISTERS	FE+1	2	FE+3			05-537-025
4.3.003	1826	WARRANT REGISTERS	FE+1	2	FE+3			05-537-024
4.4.001	655	LEDGERS, GENERAL	FE	3	FE+3		Vital Record.	05-537-335
4.4.003	656	ACCOUNTS PAYABLE	FE+3		FE+3			
4.4.004	657	EMPLOYEES SAVING BONDS	FE+3		FE+3		Vital Record.	
4.5.001	658	WORKSHEETS FOR PREPARING REPORTS	FE+1	2	FE+3			05-537-064
4.5.001	1460	ANNUAL FINANCIAL REPORT WORKPAPERS (TCADA)	FE+2	2	FE+3			05-537-491

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Series Item # 5. Agency Item #

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4.5.001	1827	ANNUAL REPORT WORKPAPERS	FE+1	2	FE+3			05-537-022	
4.5.002	659	INTERNAL FISCAL MANAGEMENT REPORTS	FE+1	2	FE+3		INCLUDES MEDICAID JOURNAL VOUCHER REPORTS AND MEDICAID FEDERAL FUNDS DISTRIBUTION REPORTS		
4.5.002	1538	INTERNAL FISCAL MANAGEMENT REPORTS: CASH AVAILABLE WORKSHEETS	FE	3	FE+3		INCLUDES CASH MANAGEMENT DRAW DOWN REPORTS; INDIRECT COSTS	05-537-516	
4.5.002	2534	PAYROLL REPORTS	FE+1	2	FE+3		INCLUDES PAYROLL DETAIL SHEETS	05-537-068	
4.5.003	660	ANNUAL FINANCIAL REPORT REQUIRED BY THE GENERAL APPROPRIATIONS ACT	AC+6		AC+6				
4.5.003	1547	ANNUAL FINANCIAL REPORTS (TCADA)	AC+6		AC+6	A	AC=SEPT 1 OF ODD NUMBERED CALENDAR YEARS. (MAY REMOVE FROM SCHEDULE AFTER DESTROYED APPROXIMATELY 9/1/11 OR INTEGRATED IN DSHS RECORDS, WHICHEVER OCCURS FIRST)		
4.5.005	661	EXTERNAL MANAGEMENT REPORTS	FE+3		FE+3				
4.5.007	926	USAS REPORTS - DAILY	AC		AC		AC=RECEIPT AND RECONCILIATION OF MONTHLY REPORT		
4.5.008	2248	USAS REPORTS - MONTHLY	AC		AC		AC=RECEIPT AND RECONCILIATION OF MONTHLY REPORT		
4.5.009	2560	USAS REPORTS - ANNUAL	FE+3		FE+3		PAPER, ELECTRONIC		
4.6	3899	JOURNALS & LEDGERS MONTHLY PRINT-OUTS/REPORTS (VENDOR NO., AGING SCH REPTS., ENC. K11082, REF. VOUCHER EXP. BY FUND, CUM. EXP., CASH SUM RECONC. WITH COMP., K11112)	FE+1	3	FE+4			05-537-078	
4.6.001	662	MONTHLY BALANCING	FE+3		FE+3				

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4.6.001	1828	MONTHLY SUMMARIES	FE+1	2	FE+3			05-537-056
4.6.002	663	RECONCILIATIONS	FE	3	FE+3			06-537-518
4.6.002	4699	RECONCILIATIONS - (TRAVEL ADVANCES, SERVICE EXPENDITURES; CASH RECEIPTS COLLECTIONS; GROUP INSURANCE; CASH AVAILABLE FOR PAYMENTS WORKSHEET; BENEFITS REPLACEMENT PAY; SALARY INCREASE; REVENUES & QUARTERLY DHHS VS DRAWSHEETS) (TCADA)	FE+1	2	FE+3			05-537-492
4.6.003	664	CASH COUNT	FE+3		FE+3			
4.7.001	666	ACCOUNTING POLICIES AND PROCEDURES	US+3		US+3		Vital Record.	
4.7.002	3764	BANK STATEMENTS-PETTY CASH ACCOUNT	FE+3		FE+3			
4.7.005	668	CLAIMS FILES (FISCAL)	AC	3	AC+3		Vital Record. AC=RESOLUTION OF CLAIM	05-537-225
4.7.006	669	COMPROLLER STATEMENTS	FE+3		FE+3			
4.7.006	1829	PRINTOUTS/REPORTS FROM COMPROLLER	FE+1	2	FE+3			05-537-023
4.7.007	5853	CHART OF ACCOUNTS	FE+3		FE+3			
4.7.011	52	TEXAS BUILDING AND PROCUREMENT COMMISSION STATEMENTS	FE+3		FE+3			
5.1.001	673	CONTRACTS AND LEASES (PERFORMANCE BONDS)	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.015	582	CORRESPONDENCE LOG BOOKS	1		1			
5.1.015	674	CORRESPONDENCE TRACKING RECORDS	1		1			

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

CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset

MO - Months  
PM - Permanent  
US - Until Superseded

A - Transfer to State  
R - Review by State

**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  
 RECERTIFICATION  
 REPLACEMENT PAGE  
 ADDENDUM PAGE

4. Records Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
116 - ACCOUNTING (FISCAL)							
5.1.016	2309	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.
5.2.010	677	EQUIPMENT MANUALS & WARRANTIES	LA		LA		Vital Record.
5.2.017	678	LOST AND STOLEN PROPERTY	FE+3		FE+3		
5.2.021	681	SALE OF SURPLUS PROPERTY	FE+3		FE+3		
5.3	1348	CREDIT CARD AND PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4		INCLUDES PURCHASES MADE WITH TRAVEL CARD.
5.3.008	1686	PROCUREMENT CARD LOGS	FE+3		FE+3		
5.4.001	620	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION	CE+5		CE+5		Vital Record. 29 CFR 1904.6. 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	630	SECURITY ACCESS RECORDS	AC+2		AC+2		Vital Record.
5.5.002	5639	BILLING DETAIL - TELECOMMUNICATIONS	FE+3		FE+3		NO LONGER KEPT IN BUREAU OF RESOURCE MANAGEMENT

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