

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			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

119 - CONTRACT OVERSIGHT AND SUPPORT SECTION

	6530	REVIEW BY CERTIFIED PUBLIC ACCOUNTANT	AC+2		AC+2		(INCLUDES CPA AUDIT; TRACKING ENGAGEMENT LETTERS; RECEIPT OF COPIES OF ANNUAL AUDITS; REVIEW OF SAME INCLUDING ANY CORRECTIVE ACTION PLANS; MANAGEMENT LETTERS). AC=PUBLISHING OF AUDIT.
	6532	QUARTERLY FINANCIAL STATEMENT ANALYSIS	FE+3		FE+3		APPLIES TO COMMUNITY MHMR CENTERS.
	6534	CONTRACT MONITORING RECORDS FOUND IN TEAMMATE	AC+4		AC+4		INCLUDES ASSOCIATED BULK PAPER RECORDS. AC=END OF FINANCIAL COMPLIANCE REVIEW.
1.1.008	5392	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL
1.1.013	5395	DESK CALENDARS/APPOINTMENT BOOKS/OUTLOOK CALENDAR	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.
1.1.024	5396	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.
1.1.057	6883	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.
1.1.070	6108	AGENCY RULES, POLICIES, AND PROCEDURES - FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES
1.1.071	6109	AGENCY RULES, POLICIES, AND PROCEDURES- WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
US -Until Superseded

PM - Permanent

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

MO - Months  
DA -Days

ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist  
R - Review by StateArchivist  
E - Exempt from sending

VITAL Record (Include in Field 9)

**APPROVED 5/23/2012**

State of Texas  
Records Retention Schedule

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2.2.016	5966	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.	
3.1	6686	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 CAPPs TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.	
3.4.006	2448	TIME SHEETS	4		4		40 TAC815.106(i); BEGINNING WITH FEB 2012 TIME SHEETS MOST AREAS WILL NOT HAVE PRINT TIME SHEETS, HOWEVER COS HAS PROBLEMS WITH LABOR ACCOUNT CODES. PER PAMELA ROBERS, 2/17/2012, COS WILL HAVE PRINT TIME SHEETS THAT WILL BE STORED IN THE PROGRAM.	

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