

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 #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
		304 - EMS/TRAUMA SYSTEMS COORDINATION						
	2029	PACKAGE DISASTER HOSPITAL	US		US			
1.1	1319	MEDICAL ADVISORY BOARD (YESSES & CLOSEOUTS) CASE # ORDER	6 MO	1Y6MO	2			05-537-311
1.1	1754	RETURNED CERTIFIED EMERGENCY SUSPENSION LETTERS	2		2			
1.1	2221	CERTIFICATION RECORDS (APPLICATIONS - INCOMPLETE/MAVERICK)	6 MO	6YR6MO	7			05-537-048
1.1	2237	ROSTERS (SCHOOLS FOR CERTIFICATION)	AV		AV			
1.1	2387	CONTINUING EDUCATION AUDITS	AC+6 MO	2Y6MO	AC+3		AC=FINAL REVIEW.	
1.1	3590	RECIPROCITY VERIFICATION FORMS	FE+3MO		FE+3MO			
1.1	3591	TWO-YEAR CONTINUING EDUCATION SUMMARY/CLEARED/EMERGENCY SUSPENSION LETTERS	6 MO	6Y6MO	7			05-537-317
1.1	3843	MEDICAL ADVISORY BOARD RECORDS (NO'S ONLY) CASE # ORDER	6 MO	1Y6MO	2			
1.1	4571	CERTIFICATION SCHOOL FILES	6		6		CONTENTS OF FILES ARE OPEN EXCEPT FOR SOCIAL SECURITY INFORMATION. PAPER FILES ARE MICROFILMED AFTER ONE YEAR.	
1.1	4660	CASE LISTS (SUPPLIED BY DEPARTMENT OF PUBLIC SAFETY FOR INVESTIGATION)	CE+3		CE+3			
1.1	4663	SCHOOL RECORDS (CONTINUING EDUCATION CLASSES)	5		5			
1.1	4666	MAB MASTER NAME FILE (DRIVER'S LICENSE FILES)	75		75			

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US - Until Superseded

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4. Records Series		7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage			
304 - EMS/TRAUMA SYSTEMS COORDINATION							
1.1	4913	TRAINING RECORDS (CORRESPONDENCE)	6MO	6Y6MO	7		16-537-581
1.1	4914	CERTIFICATION RECORDS (APPLICATIONS - COMPLETE)	3 MO	6YR 9M	7		05-537-122
1.1	5405	EMS PROVIDER RECORDS	2	4	6		05-537-139
1.1	5820	TRAUMA FACILITY DESIGNATION FILES	AC+3	3	AC+6		AC=COMPLETION OF THIRD PHASE OR FAILURE TO COMPLETE FACILITY DESIGNATION.
1.1	5821	TRAUMA SERVICE AREA FILES	US	4	US+4		
1.1.040	4606	CONFERENCE PAPERS	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.3.002	2245	PUBLICATION DEVELOPMENT FILES (TEST MASTERS & WORK-UPS)	AV		AV	R	
1.3.002	4756	EMS MAGAZINE DEVELOPMENT FILES (BACKGROUND MATERIAL, DRAFT COPIES ARTWORK, PHOTO NEGATIVES, PRINTS, ETC.) THIS INCLUDES WORK PERFORMED INHOUSE & OUTSIDE THE AGENCY.	AV		AV	R	
2.1.002	5825	EMS CERTIFICATION & OTHER COMPUTER MASTER 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	5829	SOFTWARE PROGRAMS-EMERGENCY INFO SYSTEM	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

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6. Records Series Title			Agency	Storage	Total			
304 - EMS/TRAUMA SYSTEMS COORDINATION								
4.7.008	5830	FEDERAL GRANT INFORMATION ON FILE	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
5.1.001	4763	GRANTS - CONTRACTS, APPLICATIONS, ETC. (LOCAL PROJECT GRANTS, 911 SB102 GRANTS, HOSPITAL GRANTS)	AC	7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	(120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498; 05-537-383; 05-537-483
5.1.001	5618	CONTRACTS	AC	7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	(120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498; 05-537-383; 05-537-483
5.1.004	4751	MAILING RECORDS, (SUBSCRIPTIONS TO EMS MESSENGER)	US		US			
5.3.007	2882	BID DOCUMENTATION (INCLUDES TOBACCO GRANT RFP'S, APPLICATIONS & REVIEWER'S COMMENTS)	FE+3		FE+3			

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