

**APPROVED 5/23/2012**

State of Texas  
Records Retention Schedule

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3/5/2014

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

Series Item # 5. Agency Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

10. 106 No.

711 - ZOONOSIS CONTROL

Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
146		RABIES DATABASE	PM		PM		THIS ITEM IS A COMBINATION OF THE OLD RIR AND A SEPARATE DB WITH SUBMISSIONS DATING FROM 1987 TO 2007
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		
5151		CENTRAL OFFICE AMMO INVENTORY	FE+3		FE+3		INVENTORY TAKEN TWICE A YEAR. INCLUDES RECEIVING, DISTRIBUTION FORM.
5153		EMPLOYEE AMMO INVENTORY	AC+3		AC+3		SHOWS USE AND WHAT WAS RECEIVED. AC=DATE OF INVENTORY
5155		ANNUAL ELIGIBILITY AFFADAVIT	AC+5		AC+5		SEND SIGNED FORM TO HHS-HUMAN RESOURCES FOR IMAGING TO EMPLOYEE PERSONNEL FILE. AC=TERMINATION OF EMPLOYEE
5160		FIREARMS AND FIELD SKILLS TRAINING	AC+5		AC+5		TRAINING COMPLETION MUST BE SENT TO HHS-HUMAN RESOURCES FOR IMAGING TO EMPLOYEE PERSONNEL FILE. AC=TERMINATION OF EMPLOYEE

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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

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		711 - ZOONOSIS CONTROL						
	5789	ZOONOTIC (RABIES) INCIDENCE REPORTS	AV		AV		INCLUDES NON-NEGATIVE TEST RESULTS AND MABs AND PCRs. DATABASE.	
	6210	DANGEROUS WILD ANIMAL DATABASE	FE+2		FE+2		(2-YEAR RETENTION PERIOD REFERS TO THE DATA IN THE DATABASE; AND NOT TO THE WHOLE DATABASE.)	
	6211	APPROVED EUTHANASIA COURSES	5		5		CE.	
	6212	DATABASE OF STUDENTS WHO ATTENDED THE EUTHANASIA COURSE	5		5		CE	
1.1	3991	ANIMAL CONTROL OFFICER EXAMS AND ROSTERS	CE+3		CE+3		LEGISLATURE MANDATES THAT DSHS PROVIDE TRAINING TO ANIMAL CONTROL OFFICERS (ACOs) PER CHAPTER 829 OF THE TEXAS HEALTH AND SAFETY CODE. For ACO Basic Training courses, exams and rosters originate in the Regions and are forwarded to Central Office for retention.	
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 (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	4		4	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	5790	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	

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Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage		
711 - ZOONOSIS CONTROL						
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	INCLUDES ITEMS SUCH AS SLIDES, PRESENTATIONS, AND TRAINING MANUALS.
1.1.057	1350	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.
1.1.067	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.

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1.3.001	136	DIVISION PUBLICATIONS (OTHER COPIES)	AC+2		AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES TO 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. (Surveillance database and RIR)	
2.2.016	6958	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.	
3.1	2431	BACKGROUND CHECKS	AV		AV		BACKGROUND CHECK DOCUMENTATION FOR ELIGIBILITY TO USE FIREARMS INCLUDING CONCEALED HANDGUN LICENSE; "GRANDFATHER" APPROVAL FROM TDH; ACKNOWLEDGEMENT OF DPS CRIMINAL HISTORY CHECK.	
3.1	4829	EMPLOYEE JOB MANDATED IMMUNIZATION RECORDS	AC+5		AC+5		Vital Record. AC=TERMINATION OF EMPLOYMENT. RESULTS OF TITER REPORTS, BOOSTERS, AND IMMUNIZATIONS MUST BE SENT TO HHS-HUMAN RESOURCES FOR IMAGING TO EMPLOYEE PERSONNEL FILE.	
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 CAPPs TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.	

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3.1.014	5787	EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)	2	2		Vital Record maintained by CAPPs only. Send all records to CAPPs. CAPPs HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.
3.1.019	1370	PEFORMANCE APPRAISALS/JOURNALS	AC+5	AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AC=TERMINATION OF EMPLOYEE. CAPPs ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. HHS-HR MUST RECEIVE ALL PERFORMANCE APPRAISALS THAT ARE NOT ALREADY IN CAPPs. HHS-OGC REQUESTED LONGER RETENTION PERIOD.
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	FE+5	FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.
3.4.007	5786	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+5	FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.
5.1.007	6787	REQUISITION FOR IN-AGENCY PRINTING AND COPYING	AV	AV		
5.3	3981	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3	FE+3		
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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