

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/4/2017**

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Automated Facsimile of SLR-105

2. Agency Code: 537 3. Agency: Texas Department of State Health Services

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

116 - ACCOUNTING SECTION

1.1	35	TRAVEL ITINERARIES FOR TDH/DSHS (AIRLINE TICKETS BOOKED)	FE+2		FE+2			
1.1.007	580	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	581	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
1.1.010	6935	DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1		US+1			
1.1.011	6936	EXECUTIVE ORDERS (INITIATES, RESCINDS, OR AMENDS A REGULATION, POLICY OR PROCEDURE THAT GOVERNS PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY)	US+3		US+3	A	Vital Record.	
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	

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ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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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
1.1.038	600	CUSTOMER SURVEYS	AC		AC		AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 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. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.
1.1.063	589	MEETING MINUTES/STAFF, INCLUDES AGENDA		1	1		
1.1.065	599	NON-ROUTINE OR SPECIAL REPORTS (RAW DATA)	AV		AV		
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.

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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.
1.2.003	6934	FORMS HISTORY FILE	AC+1	AC+1		AC=DISCONTINUANCE OF USE OF FORM
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.

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2.2.002	610	COMPUTER UTILIZATION RECORDS	FE+3	FE+3		FOR LONG-RANGE PLANS AND STUDIES.
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.
2.2.016	5964	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		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. 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.
3.1.014	829	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	834	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.

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3.1.035	602	PERFORMANCE BONDS (SURETY BONDS)	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE BOND ACCORDING TO ITS TERMS.	
3.2	5857	PAYROLL AUTHORIZATION FILES BY EMPLOYEE NAME	4		4			
3.2	6141	PAYROLL WARRANT LISTINGS	FE+5		FE+5			
3.2	6148	DEFERRED COMPENSATION WORKING FILES	FE+3		FE+3		INCLUDES ISSUES/PROBLEMS AND CORRESPONDENCE.	
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 (microfilm)
3.2.003	623	FEDERAL TAX RECORDS (INCLUDES 1099, W-2, FICA AND OTHER TAX RECORDS)	AC	5	AC+5		Vital Record. 26 CFR 516.6001-1 AC=TAX DUE DATE, DATE 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)	
3.2.005	625	W-4 FORMS (EMPLOYERS COPY OF "EMPLOYEES' WITHHOLDING EXEMPTION CERTIFICATE")	FE	5	FE+5		Vital Record. AC=UNTIL SUPERSEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE.	
3.2.007	5876	UNEMPLOYMENT COMPENSATION	AC	5	AC+5			
3.2.008	1289	DIRECT DEPOSIT APPLICATION / AUTHORIZATION	US		US		Vital Record.	

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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.	
3.2.010	5856	HUMAN RESOURCE INFORMATION SYSTEM (HRIS) REPORTS	FE	5	FE+5		Vital Record.	
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+2	3	FE+5			
3.4.004	638	OVERTIME AUTHORIZATION	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
3.4.005	639	OVERTIME SCHEDULES	FE+5		FE+5			
3.4.006	640	TIME CARDS AND TIME SHEETS (MONTHLY)	FE+1	3	FE+4		40 TAC815.106(i); ELECTRONIC RECORDS IN accessHR.	

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3.4.006	5341	TIME CARDS AND TIME SHEETS	1 MO	3Y11M	4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION. RESPONSIBILITY FOR PAPER RECORDS IN STORAGE IS RESPONSIBILITY OF ACCOUNTING.	06-537-525
3.4.007	641	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
4.1.002	2533	VOUCHER DETAIL RUNS	FE+1	3	FE+4		RETENTION IS BASED ON FEDERAL GUIDELINES.	
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	UNIFORM STATEWIDE ACCOUNTING SYSTEM (USAS) VOUCHERS AND SUPPORTING DOCUMENTS	FE+1	2	FE+3			
4.2	1821	DEPOSIT INSTRUCTION	FE+1	3	FE+4			
4.2	2532	AUDITS & WARRANTS BACK-UP DOCUMENTS	FE+1	3	FE+4		INCLUDES TRAVEL ADVANCE; WARRANT CANCELLATIONS.	
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	1MO	19Y11M O	20		FREW. (RELATED MICROFICHE LOCATED IN TEXAS HEALTH STEPS.)	05-537-514
4.2.001	7258	DEPOSIT VOUCHERS	FE+3		FE+3		INCLUDES LETTER OF CREDIT (LOC).	
4.2.003	1291	TRAVEL ADVANCE CASH RECEIPT LOG	FE+3		FE+3			

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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			
4.2.007	650	EXPENDITURE VOUCHERS	FE+1	3	FE+4		RETENTION BASED ON FEDERAL GUIDELINES. INCLUDES TRAVEL VOUCHERS.	
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	AV		AV			
4.3	1335	USAS DAFR REPORTS	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			
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.	

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4.3.003	1825	VOUCHER REGISTERS	FE+1	2	FE+3			
4.3.003	1826	WARRANT REGISTERS	FE+1	2	FE+3			
4.4.001	655	LEDGERS, GENERAL	FE	3	FE+3		Vital Record.	
4.4.003	656	ACCOUNTS PAYABLE	FE+3		FE+3			
4.4.004	657	EMPLOYEES SAVING BONDS	5		5		Vital Record.	
4.5.001	658	WORKSHEETS FOR PREPARING REPORTS	FE+1	2	FE+3			
4.5.001	1827	ANNUAL REPORT WORKPAPERS	FE+1	2	FE+3			
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	
4.5.002	2534	PAYROLL REPORTS	FE+1	2	FE+3		INCLUDES PAYROLL DETAIL SHEETS	
4.5.003	660	ANNUAL FINANCIAL REPORT REQUIRED BY THE GENERAL APPROPRIATIONS ACT	AC+6		AC+6		AC=SEPT 1 OF ODD NUMBERED CALENDAR YEAR	
4.5.003	1547	ANNUAL FINANCIAL REPORTS	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)	

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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 ANNUAL REPORT	
4.5.009	2560	USAS REPORTS - ANNUAL	FE+3		FE+3			
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			
4.6	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)	FE+1	4	FE+5		PAYROLL PART OF THIS RECORD SERIES REQUIRES THE LONGER RETENTION PERIOD.	
4.6.001	662	MONTHLY BALANCING	FE+3		FE+3			
4.6.001	1828	MONTHLY SUMMARIES	FE+1	2	FE+3			
4.6.002	663	RECONCILIATIONS	FE	3	FE+3			
4.6.003	664	CASH COUNT	FE+3		FE+3			
4.7.001	666	ACCOUNTING POLICIES AND PROCEDURES	US+3		US+3		Vital Record.	

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VITAL Record (Include in Field 9)

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/4/2017**

___ ORIGINAL SUBMISSION
X RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

Automated Facsimile of SLR-105

2. Agency Code: 537 3. Agency: Texas Department of State Health Services

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

116 - ACCOUNTING SECTION

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.	
4.7.006	669	COMPTRROLLER STATEMENTS	FE+3		FE+3			
4.7.006	1829	PRINTOUTS/REPORTS FROM COMPTRROLLER	FE+1	2	FE+3			
4.7.007	5853	CHART OF ACCOUNTS	FE+3		FE+3			
4.7.008	5843	FEDERAL GRANT RECORDS	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
4.7.011	52	TEXAS FACILITIES COMMISSION STATEMENTS	FE+3		FE+3			
5.1.001	673	CONTRACTS AND LEASES (PERFORMANCE BONDS)	AC+7		AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.014	6937	OFFICE PROCEDURES (MANUAL, GUIDELINES, OR SIMILAR RECORDS THAT ESTABLISH STANDARD OFFICE PROCEDURES FOR AN AGENCY)	US+1		US+1			
5.1.015	582	CORRESPONDENCE LOG BOOKS	1		1			
5.1.015	674	CORRESPONDENCE TRACKING RECORDS	1		1			
5.2.010	677	EQUIPMENT MANUALS & WARRANTIES	LA		LA		Vital Record.	
5.2.017	678	LOST AND STOLEN PROPERTY	FE+3		FE+3			

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116 - ACCOUNTING SECTION

5.2.021	681	SALE OF SURPLUS PROPERTY	FE+3	FE+3				
5.3	1348	CREDIT CARD AND PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3	FE+3			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. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	
5.5.002	5639	BILLING DETAIL - TELECOMMUNICATIONS	FE+3	FE+3			NO LONGER KEPT IN BUREAU OF RESOURCE MANAGEMENT	

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