

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  
\_X\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE  
10. 106 No.

4. Records Series		7. RETENTION PERIOD			9. Remarks	10. 106 No.	
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage			Total
410 - ADULT HEALTH & CHRONIC DISEASE PREVENTION BRANCH / DIABETES PREVENTION AND CONTROL BRANCH							
	6996	DIABETIC EYE DISEASE DATABASE	AV		AV		USED FOR SURVEILLANCE AND TRACKING OF PATIENTS, PROVIDERS AND NOMINATORS. PAPER FORMS CAN BE DESTROYED AFTER INFORMATION IN DATABASE HAS BEEN QUALITY-CHECKED.
1.1	1991	RESOURCE FILES	AV		AV		SLIDE NOTEBOOKS, STATISTICS
1.1.006	5451	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	1989	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. ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.008	5141	CORRESPONDENCE, GENERAL (MEMOS & INCOMING/OUTGOING LETTERS RELATING TO ROUTINE CORRESPONDENCE, GENERAL INQUIRIES, & REQUESTS FOR INFORMATION) (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.
1.1.013	1837	CALENDARS, APPOINTMENT BOOKS, ITINERARY INFORMATION	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	1773	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS
1.1.024	5521	TEXAS DIABETES COUNCIL STATE PLAN	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS

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ARCHIVAL CODES (Field 8)

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410 - ADULT HEALTH & CHRONIC DISEASE PREVENTION BRANCH / DIABETES PREVENTION AND CONTROL BRANCH

1.1.038	4891	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.	
1.1.040	5156	SPEECHES, REPORTS AND PAPERS - CONFERENCE REPORTS AND PAPERS DELIVERED AT A CONFERENCE OR MEETING IN CONJUNCTION WITH AGENCY WORK	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	229	TRAINING MATERIALS	US+1		US+1			
1.1.057	1295	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.	
1.1.058	3958	MEETING AGENDA	PM		PM	A	(FORMERLY ADULT HEALTH) BOARD APPOINTED BY TEXAS DEPARTMENT OF HEALTH, GOVERNOR, LIEUTENANT GOVERNOR, & SPEAKER OF THE HOUSE.	
1.1.058	3959	MEETING MINUTES - OFFICIAL MINUTES OF STATE BOARDS, COMMITTEES, COM- MISSIONS, ETC; WHETHER TEMPORARILY OR PERMANENTLY CONSTITUTED	PM		PM	A	(FORMERLY ADULT HEALTH) BOARD APPOINTED BY TEXAS DEPARTMENT OF HEALTH, GOVERNOR, LIEUTENANT GOVERNOR, & SPEAKER OF THE HOUSE.	
1.1.058	4892	MEETING MINUTES - ADVISORY BOARD	PM		PM	A	(FORMERLY ADULT HEALTH)	
1.1.058	5145	MEETING AGENDAS & MINUTES - STATE BOARDS, COMMITTEES, COMMISSIONS, ETC. THAT ARE CONDUCTING OPEN MEETINGS	PM		PM	A	INCLUDES TEXAS DIABETES COUNCIL. COPIES ARE SENT TO STATE ARCHIVES; AGENDAS ARE FILED WITH MINUTES.	
1.1.060	225	MEETINGS - AUDIO AND VIDEOTAPES	AC+90 DA		AC+90 DA		(FORMERLY CARDIOVASCULAR DISEASE) AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY.	

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Agency Storage Total 8. Archival 9. Remarks

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Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks		
1.1.062	2057	MEETINGS-SUPPORTING DOCUMENTATION	2		2	A	FORWARD TO STATE ARCHIVES AFTER RETENTION PERIOD.		
1.1.063	1995	MEETING MINUTES/NOTES-STAFF	1		1				
1.1.064	3028	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3		FE+3		Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.		
1.1.065	2671	REPORTS AND STUDIES - RAW DATA	AV		AV				
1.1.067	1997	ADMINISTRATIVE REPORTS (INCLUDES MONTHLY ACTIVITY REPORTS)	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.		
1.1.067	3965	REPORTS - CONSULTANTS & COMMITTEES	3		3	R	(FORMERLY ADULT HEALTH)		
1.1.067	5154	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	2651	EMPLOYEE REPORTS	1		1				
1.1.070	4876	BUDGET MANUALS- FINAL	AC+3		AC+3	R	Vital Record. (FORMERLY ADULT HEALTH) AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.1.070	4886	POLICY & PROCEDURES MANUAL- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.1.071	5259	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.2.004	5161	FORMS INVENTORY	US		US				

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1.3.001	5524	AGENCY PUBLICATIONS-RECORD COPY	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.
1.3.002	5152	PUBLICATION DEVELOPMENT FILES	AV		AV	R	BACKGROUND MATERIAL, DRAFTS, ORIGINAL ARTWORK, PHOTOS ETC.
2.2.001	1847	SYSTEM MONITORING RECORDS	AV		AV		
2.2.011	1848	BATCH/DATA ENTRY CONTROL FORMS/LOGS	AC		AC		Vital Record. AC=WHEN RECONCILIATION CONFIRMED.
2.2.016	5983	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.
3.1	6704	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 CAPPs TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.
3.1.006	1846	EMPLOYEE COUNSELING NOTES	AC+3		AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.
3.1.014	5162	EMPLOYMENT SELECTIONS - INTERVIEW NOTES AND DOCUMENTATION OF SELECTION PROCESS INCLUDING THE APPLICATION	2		2		Vital Record maintained by CAPPs only. Send all records to CAPPs. CAPPs HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.

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3.1.019	1297	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.
3.1.023	5163	POSITION/JOB DESCRIPTIONS	AC+4	AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.3.023	4895	TRAVEL REQUESTS	FE+3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.
3.3.028	214	APTITUDES AND SKILLS TESTS AND TEST PAPERS	2	2		
3.4.004	5164	OVERTIME AUTHORIZATION	FE+5	FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.
4.3.003	5170	EXPENDITURE ALLOCATIONS BY PROGRAM	FE+3	FE+3		
4.3.003	5171	EXPENDITURE ALLOCATIONS BY ACTIVITY CODE	FE+3	FE+3		
4.7.008	3600	ABSTINENCE PROPOSALS	AC+3	AC+3		Vital Record. AC=SEPT 30 OF END OF PROPOSAL.
4.7.008	4880	FEDERAL GRANT INFORMATION	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).

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5.1.001	4894	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
5.1.001	5523	DIABETIC EYE DISEASE PROGRAM PROVIDERS' 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	3170	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US			
5.1.004	5137	TX DIABETES COUNCIL MEMBER INFO FILE	US		US			
5.1.007	4896	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV			
5.1.015	324	CORRESPONDENCE TRACKING RECORDS	1		1			
5.3	5457	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3			
5.3.007	5520	REQUEST FOR PROPOSALS	FE+3		FE+3			

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