

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 |             |            |             |

121 - ASSOCIATE COMMISSIONER / DEPUTY COMMISSIONER / CHIEF OPERATING OFFICER

|         |      |  |      |      |   |  |
|---------|------|--|------|------|---|--|
| 1.1.007 | 908  | 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 | 5770 | GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)  | 2    | 2    |   | INCLUDES SOME E-MAIL   |
| 1.1.013 | 911  | ITINERARY INFORMATION  | CE+1 | CE+1 | R | INCLUDES CALENDARS 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 | 2075 | PUBLIC INFORMATION REQUESTS - NOT EXEMPTED   | AC+1 | AC+1 |   | AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002).  |
| 1.1.020 | 3781 | PUBLIC INFORMATION REQUESTS - NOT EXEMPTED   | AC+1 | AC+1 |   | AC=DATE REQUEST FULFILLED  |
| 1.1.024 | 1608 | 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 | 1867 | 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. |

RETENTION CODES (Field 7)

|  |                        |                    |
|--|------------------------|--------------------|
| AC - After Closed, Terminated, Completed, Expired, Settled | CE - Calendar Year End | MO - Months        |
| AV - As Long As Administratively Valuable                  | FE - Fiscal Year End   | DA - Days          |
| US - Until Superseded                                      | PM - Permanent         | LA - Life of Asset |

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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

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121 - ASSOCIATE COMMISSIONER / DEPUTY COMMISSIONER / CHIEF OPERATING OFFICER

|         |      |   |      |   |      |  |   |  |
|---------|------|---|------|---|------|--|---|--|
| 1.1.069 | 4291 | REPORTS - ACTIVITY  |      | 1 | 1    |  |   |  |
| 2.2.016 | 5967 | SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS                            | LA+3 |   | LA+3 |  | Vital Record.   |  |
| 3.1     | 6687 | 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. |  |
| 3.1.014 | 1869 | 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 | 1870 | 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 | 1280 | POSITION/JOB DESCRIPTIONS   | AC+4 |   | AC+4 |  | Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.  |  |

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|         |      |   |         |         |  |  |  |
|---------|------|---|---------|---------|--|--|--|
| 3.3.023 | 2136 | TRAVEL/WORKSHOPS REQUESTS AND AUTHORIZATIONS                                | FE+3    | FE+3    |  | TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.   |  |
| 3.3.025 | 100  | JOB PROCEDURE RECORDS   | US+3    | US+3    |  |  |  |
| 3.3.030 | 156  | TRAINING ADMINISTRATION RECORDS   | US+2    | US+2    |  | (MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPs. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS). |  |
| 3.4.004 | 1281 | OVERTIME AUTHORIZATIONS   | FE+5    | FE+5    |  | BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.   |  |
| 3.4.004 | 4983 | OVERTIME AUTHORIZATION (COMM'S OFFICE, DEP COMM., BD OF HEALTH)             | FE+5    | FE+5    |  | BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.   |  |
| 3.4.007 | 889  | TIME OFF AND/OR SICK LEAVE REQUESTS (COMM'S OFFICE, DEP COMM, BD OF HEALTH) | FE+5    | FE+5    |  | BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.   |  |
| 4.1.001 | 95   | ACCOUNTS PAYABLE INFORMATION  | FE+3    | FE+3    |  | BACKUP DOCUMENTATION FOR PURCHASES (NOT PROCARD)   |  |
| 4.7.012 | 2750 | SIGNATURE AUTHORIZATIONS  | US+FE+3 | US+FE+3 |  |  |  |
| 5.3     | 80   | PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION                         | FE+3    | FE+3    |  |  |  |
| 5.4.013 | 2890 | DISASTER PREPAREDNESS AND RECOVERY PLANS                                    | US      | US      |  | Vital Record.  |  |

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