

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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X RECERTIFICATION
___ REPLACEMENT PAGE
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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			

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1.1.006	5674	COMPLAINT FILES	AC+2	AC+2			AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	5487	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	5675	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			INCLUDES SOME E-MAIL.
1.1.010	1458	DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1	US+1			(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)
1.1.011	1461	EXECUTIVE ORDERS	US+3	US+3	A		
1.1.013	1462	ITINERARY INFORMATION	CE+1	CE+1	R		Vital Record. 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	1463	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1	AC+1			AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)
1.1.023	5681	ORGANIZATION CHARTS	US	US	A		

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US -Until Superseded	PM - Permanent	LA - Life of Asset

ARCHIVAL CODES (Field 8)

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1.1.038	1469	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	1467	REPORTS & PAPERS - CONFERENCE	AC	AC	R		AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.040	5485	SPEECHES	AC	AC	R		AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	5684	TRAINING MATERIALS	US+1	US+1			VIDEOTAPES
1.1.057	1595	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	5673	MEETING MINUTES/NOTES - STAFF	1	1			
1.1.064	3990	PERFORMANCE MEASURES 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	1468	REPORTS, STUDIES & SURVEYS - RAW DATA	AV	AV			
1.1.069	5486	REPORTS - EMPLOYEE	1	1			

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1.1.070	1465	POLICY AND PROCEDURES MANUAL- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	231	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.2.005	1473	RECORDS RETENTION SCHEDULES	US	US		Convenience copy. Records Management Officer has record copy.
1.2.012	1475	RECORDS INVENTORY WORKSHEETS	US	US		Convenience copy. Records Management Officer has record copy.
1.3.001	5682	AGENCY PUBLICATIONS	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.
2.2.016	6960	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		Vital Record.
3.1	6736	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	1476	EMPLOYMENT SELECTION RECORDS (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.
3.1.018	5686	GRIEVANCE RECORDS	AC+2	AC+2			Vital Record maintained only by HHS-Civil Rights.. MAY CONTAIN CONFIDENTIAL DATA; AC=FINAL DECISION ON GRIEVANCE. BECAUSE OF CONSOLIDATION OF HUMAN RESOURCES IN HHS ENTERPRISE, MAINTAINED IN HHS-CIVIL RIGHTS
3.1.019	1478	PERFORMANCE 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	1482	POSTION/JOB DESCRIPTIONS	AC+4	AC+4			Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.034	5687	RESUMES - UNSOLICITED	AV	AV			
3.2	3820	PAYROLL WARRANT LISTINGS	FE+5	FE+5			
3.2.006	1484	WAGE RATE TABLES	2	2			
3.3	1483	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2			AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC.

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3.3.015	1488	POSITION/JOB CLASSIFICATION REVIEW FILES	US+3	US+3	US+3	CONVENIENCE COPY	
3.3.020	5690	WORK SCHEDULES/ASSIGNMENTS	1	1	1		
3.3.023	1472	TRAVEL AUTHORIZATION REQUESTS	FE+3	FE+3	FE+3	TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	
3.4	5692	TIME & LEAVE REPORTS	FE+3	FE+3	FE+3	BEGINNING OCT 2005, TIME SHEETS ARE FORWARDED TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.004	5693	COMPENSATORY TIME AUTHORIZATION	FE+5	FE+5	FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
3.4.007	5691	DAILY ABSENCE REPORTS	FE+5	FE+5	FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
3.4.007	5694	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+5	FE+5	FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
4.2.004	5695	REQUEST FOR REQUISITIONS	FE+3	FE+3	FE+3		
4.5	5697	SUMMARY OF EXPENDITURE ALLOCATIONS BY PROGRAM	FE+3	FE+3	FE+3		
4.5	5698	SUMMARY OF SALARY EXPENSE ALLOCATION BY EMPLOYEE	FE+3	FE+3	FE+3		
4.5	5699	SUMMARY OF SALARY EXPENSE ALLOCATION BY PROGRAM	FE+3	FE+3	FE+3		

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4.5.006	5700	ANNUAL OPERATING BUDGETS	FE+3		FE+3			
4.7.008	6167	FEDERAL GRANT RECORDS	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	5701	CONTRACTS	AC+7		AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.003	1490	DELIVERY REPORTS	2		2			
5.1.004	1457	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US			
5.1.004	5702	MAILING LISTS	US		US			
5.2	5704	WORK REQUESTS	1		1			
5.2.004	5705	BUILDING SPACE REQUESTS	1		1			
5.2.011	5706	EQUIPMENT WARRANTIES	AC+1		AC+1		AC=EXPIRATION OF WARRANTY	
5.2.017	5707	LOST AND STOLEN PROPERTY GOODS	FE+3		FE+3			
5.2.019	5708	SERVICE ORDERS	1		1			
5.2.023	5709	PROPERTY TRANSFERS	FE+3		FE+3			
5.3	1058	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3			

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5.3.007	1492	BID DOCUMENTATION	FE+3	FE+3				
5.3.008	1493	PURCHASING LOGS	FE+3	FE+3				
5.4.001	5711	ACCIDENT REPORTS - INDIVIDUAL	CE+5	CE+5			Vital Record. 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.	
5.5.001	1494	BILLING DETAIL - TELECOMMUNICATIONS	FE+3	FE+3				

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