

APPROVED 5/23/2012

State of Texas
Records Retention Schedule

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 Agency Storage Total 8. Archival 9. Remarks

250 - CHIEF FINANCIAL OFFICER / DEPUTY CHIEF FINANCIAL OFFICER							
Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
1.1.007	1761	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 ADMINIST CORRESPONDENCE OF EXECUTIVE COMMISSION MEMBERS, DIRECTOR SECTION/UNIT/BRANCH HEADS FOR REVIEW.
1.1.008	2986	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.
1.1.010	6931	DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1		US+1		
1.1.011	6932	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.
1.1.013	5350	DESK CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1	R	ONLY CALENDARS, APPOINTMENT RECORDS OF EXECUTIVE COMMISSION MEMBERS, DIRECTOR SECTION/UNIT/BRANCH HEADS FOR REVIEW.
1.1.023	1418	ORGANIZATION CHARTS	US		US	A	
1.1.024	4887	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT RESULT OF PLAN.
1.1.057	1752	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD INCLUDES TELEPHONE MEETINGS AND SOME E-MAIL CONTAINING INFORMATION USED FOR COMMUNICATION DOCUMENTATION OF A SPECIFIC TRANSACTION.
1.1.063	1421	STAFF MEETING MINUTES	1		1		
1.1.066	5072	REPORTS - BIENNIAL OR ANNUAL AGENCY	AC+6		AC+6		AC=SEPTEMBER 1 OF ODD-YEARS.
1.1.070	6928	AGENCY RULES, POLICIES, AND PROCEDURES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OF PROGRAM, RULES, POLICIES
1.1.071	6929	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OF PROGRAM, RULES, POLICIES
1.2.003	6930	FORMS HISTORY FILE	AC+1		AC+1		AC=DISCONTINUANCE OF USE
2.2.016	5973	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.

RETENTION CODES (Field 7)

ARCHIVAL CODES

AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
US - Until Superseded

PM - Permanent

CE - Calendar Year End
FE - Fiscal Year End
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MO - Months
DA - Days

A - Transfer to State
R - Review by State
E - Exempt from State

ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

10. 106 No.

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(Field 8) VITAL Record (Include in Field 9)

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			Agency	Storage	Total		
250 - CHIEF FINANCIAL OFFICER / DEPUTY CHIEF FINANCIAL OFFICER							
3.1	6693	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC		AC		AC=FIRST LEVEL REMINDEF LEVEL REMINDER IS 6 MON' EMPLOYEE'S MASTER EMPL REMINDER IS 12 MONTHS W EMPLOYEE'S MASTER EMPL AUGUST 2005 SUPERVISOR Development Notes IN CAPPS AND THIRD LEVEL REMINDE STILL FORWARDED TO HHS MASTER PERSONNEL FILE.
3.1.014	5344	EMPLOYMENT SELECTION RECORDS (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)	2		2		Vital Record maintained by C/ CAPPS. CAPPS HAS FULLY / FUNCTIONALITY AS OF SEP
3.1.018	7237	GRIEVANCE RECORDS	AC+2		AC+2		Vital Record maintained only b CONTAIN CONFIDENTIAL DA ON GRIEVANCE. BECAUSE (HUMAN RESOURCES IN HHS MAINTAINED IN HHS-CIVIL R
3.1.019	1420	PEFORMANCE APPRAISALS/JOURNALS	AC+5		AC+5		MAY CONTAIN SOME CONFI SUCH AS MEDICAL INFORM/ NUMBER, OR OTHER DATA I PRIVACY DOCTRINE. AC=TE CAPPS ASSUMED THIS FUN 2005. HHS-HR MUST RECEIV APPRAISALS THAT ARE NOT OGC REQUESTED LONGER
3.1.023	1419	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPE ELIMINATED. AccessHR ASS FUNCTIONALITY IN AUGUST
3.1.037	1416	EMPLOYEE RECOGNITION RECORDS	AC+5		AC+5		AC=TERMINATION OF EMPL/ PRINTED COPY TO HHS MAI RESOURCE RECORDS FOR PERSONNEL FILE.
3.3.030	4973	TRAINING ADMINISTRATION RECORDS	US+2		US+2		(MATERIALS AND RECORDS OF AGENCY PERSONNEL OI PROCEDURES.) TRAINING N TRAIN OR CAPPS. (DOES NC MATERIAL TRAINING RECOF
3.4.004	5347	OVERTIME AUTHORIZATIONS	FE+5		FE+5		BEGINNING OCTOBER 2005,
3.4.007	5119	TIME OFF AND SICK LEAVE REQUESTS/DAILY ABSENCE REPORTS	FE+5		FE+5		BEGINNING OCTOBER 2005,
4.1	6171	CANCELED CHECK/WARRANTS	AC		AC		AC=WHEN CANCELED; CON RETENTION PERIOD FOR TH THE RETENTION SCHEDULE OF PUBLIC ACCOUNTS.
5.1.014	6933	OFFICE PROCEDURES (MANUAL, GUIDELINES, OR SIMILAR RECORDS THAT ESTABLISH STANDARD OFFICE PROCEDURES FOR AN AGENCY)	US+1		US+1		

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10. 106 No.

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(Field 8) VITAL Record (Include in Field 9)

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5.3	5112	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3		
5.4.012	6912	SECURITY CLEARANCES	AC+2		AC+2		Vital Record. AC=UNTIL SUP EXPIRATION, OR DATE OF T SOONER. INCLUDES RECOI PASSWORDS, SIGNED STAT INSTRUMENTS OF ACCESS EQUIPMENT OR AUTOMATE

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10. 106 No.

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RDS RELATING TO
MENTS OR SIMILAR
TO AGENCY FACILITIES,
D SYSTEMS

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