

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			

901 - COMMUNITY HEALTH SERVICES SECTION OFFICE

1.1	6990	LEGISLATIVE CORRESPONDENCE	5		5		RECORD COPY KEPT BY OFFICE OF GOVERNMENTAL RELATIONS. THIS COPY MAY HAVE BACKGROUND INFORMATION ATTACHED.	
1.1.006	2149	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	5255	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	4408	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
1.1.013	5290	DESK CALENDARS/APPOINTMENT BOOKS	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.	
1.1.020	5283	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	5282	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.024	1393	PLANNING RECORDS	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)

VITAL Record (Include in Field 9)

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1.1.027	6987	PROPOSED LEGISLATION	AV	AV			
1.1.040	910	PRESENTATIONS (SPEECHES AND PAPERS)	AC	AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.056	4432	AMERICANS WITH DISABILITIES ACT DOCUMENTATION	3	3			
1.1.057	6991	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	1405	MEETING AGENDA	PM	PM	A	APPOINTED BY FORMER TDH AND CURRENT DSHS.	
1.1.058	1406	MEETING MINUTES - OFFICIAL MINUTES OF STATE BOARDS, COMMITTEES, COMMISSIONS, ETC., WHETHER TEMPORARILY OR PERMANENTLY CONSTITUTED	PM	PM	A	APPOINTED BY FORMER TDH AND CURRENT DSHS.	
1.1.063	6992	STAFF MEETING MINUTES AND NOTES	1	1			
1.1.064	6989	AGENCY PERFORMANCE MEASURES	FE+3	FE+3		Vital Record	
1.1.065	6988	REPORTS AND STUDIES (NON-FISCAL) RAW DATA	AV	AV			
1.1.067	1394	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.	

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1.1.069	4436	REPORTS - EMPLOYEE ACTIVITY	1		1			
1.1.070	5280	RULES, POLICIES, PROCEDURES, INSTRUCTION MANUALS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	4193	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.3.002	2307	PUBLICATION DEVELOPMENT FILES	AV		AV	R		
2.2.016	6973	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.	
3.1	6757	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	3688	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.	
3.1.014	263	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.	

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3.1.018	5279	EMPLOYEE COMPLAINT 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	2958	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	1699	POSITION/JOB DESCRIPTION	AC+4	AC+4			Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.034	2385	RESUMES - UNSOLICITED	AV	AV			
3.2	2495	PAYROLL WARRANT LISTINGS	FE+5	FE+5			
3.3.015	3730	POSITION AUDIT (POSITION/JOB CLASSIFICATION REVIEW FILE)	US+3	US+3			
3.3.020	2584	WORK SCHEDULES/ASSIGNMENTS	1	1			PAPER, ELECTRONIC
3.3.023	3915	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS	FE+3	FE+3			INCLUDES TRAVEL, EDUCATIONAL PROGRAM; TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.

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3.3.030	915	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	1404	OVERTIME AUTHORIZATION	FE+5	FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.
3.4.007	5214	DAILY ABSENCE REPORTS; TIME OFF AND SICK LEAVE REQUESTS	FE+5	FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.
4.2.005	3018	PURCHASE VOUCHERS	FE+3	FE+3		
4.2.007	5256	EXPENDITURE VOUCHERS	FE+3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.
5.1	4449	CONTRACT MONITORING RECORDS	AC+7	AC+7		Vital Record. AC=CONTRACT EXPIRATION DATE; RECORDS ARE RETAINED IN ACCORDANCE WITH FEDERAL REQUIREMENTS.
5.1.004	4468	MAIL AND TELECOMMUNICATIONS LISTINGS	US	US		
5.1.014	3026	OFFICE PROCEDURES	US+1	US+1		
5.1.015	4469	LOGS/TRACKING RECORDS CORRESPONDENCE/PACKAGES FROM U.S. POSTAL SERVICE OR PRIVATE COURIERS	1	1		
5.2.014	4619	EQUIPMENT INVENTORY	FE+3	FE+3		

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5.3	4835	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3			
5.3.008	5061	PURCHASING LOGS	FE+3		FE+3			

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