

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			

520 - CONTRACT MANAGEMENT UNIT (Disease Control & Prevention Services)

1.1	3862	CONTRACT SITE VISIT REVIEWS AND CONTRACTOR MONITORING	AC+7		AC+7		AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS. CONTRACTOR SITE VISIT REPORTS AND OTHER PERTINENT DOCUMENTATION RELATING TO MONITORING OF CONTRACTORS; SUBJECT TO AUDIT. CATEGORIZATION OF CONTRACTORS FOR MONITORING PURPOSES IS BASED ON RISK ASSESSMENT; THUS, UP TO SIX YEARS OF RECORDS MAY BE NECESSARY TO ASSIGN A CONTRACTOR TO A RISK CATEGORY.	05-537-318
1.1.008	3760	LOCAL HEALTH DEPARTMENT WORKING FILES (CORRESPONDENCE)	1	2	3			13-537-566
4.5.006	3836	LOCAL HEALTH DEPARTMENT BUDGETS	FE	3	FE+3			13-537-567
5.1.001	6977	FEDERAL GRANT APPLICATIONS AND CONTRACTS	AC+7		AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.001	6978	CONTRACTS & AWARDED RFPs FOR AWARDED CONTRACTS	AC+7		AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.3.007	3366	REQUESTS FOR PROPOSALS	FE+3		FE+3		IF CONTRACT AWARDED, RFPs ARE FILED WITH CONTRACTS AND RETAINED AC+4	

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US - Until Superseded	PM - Permanent	LA - Life of Asset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 State Archivist  
E - Exempt from sending