

State of Texas  
Records Retention Schedule

**Recertified: 5/23/2012**                      **Updated (with or without**  
**Amendment Approved: 2/19/2014**       **amendment): 10/3/2017**

\_\_\_ 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	

500 - DIVISION FOR DISEASE CONTROL AND PREVENTION SERVICES

1.1	790	EL PASO CANCER SURVEY/INTV.	AC	3	AC+3		AC=END OF SURVEY	
1.1.007	5644	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	4077	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
1.1.010	842	ASSOCIATESHIP POLICIES	US+1		US+1		(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	
1.1.013	783	APPOINTMENT BOOKS/CALENDARS	CE+1		CE+1	R	ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.014	802	LEGAL OPINIONS/ADVICE	AV		AV	R		
1.1.023	2541	ORGANIZATION CHARTS	US		US	A		
1.1.027	2543	PROPOSED LEGISLATION	AV		AV		WILL BE RETAINED FE+3	

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ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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1.1.038	791	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.
1.1.055	3049	STRATEGIC PLANS	AC+6	AC+6	A		AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVAL REQUIREMENT MET BY SENDING REQUIRED COPIES OF COMPLETED AGENCY PLAN TO TEXAS STATE DEPOSITORY PROGRAM.
1.1.057	480	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	789	MEETING MINUTES/NOTES (INTERNAL)	1	1			
1.1.064	4009	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.
1.2.006	800	RECORDS TRANSMITTAL FORMS	AC+1	1	AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER
1.2.010	923	RECORDS DISPOSITION LOGS	10	10			CONVENIENCE COPY. SENT TO RECORDS MANAGEMENT OFFICER WHEN RECORDS ARE DESTROYED.

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1.2.012	805	RECORDS INVENTORY WORKSHEETS	US	US				
2.2.001	806	SYSTEM MONITORING RECORDS	AV	AV				
2.2.016	5984	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		Vital Record.		
3.1	6705	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.		
3.1.001	4107	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED (RESUMES, TRANSCRIPTS, INTERVIEW NOTES, ETC.)	2	2		CONTAINS SOME CONFIDENTIAL INFORMATION. CAPPs ASSUMED THIS FUNCTIONALITY IN MAY 2005.		
3.1.014	810	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	814	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.		

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3.1.023	818	POSITION DESCRIPTIONS	AC+2	2	AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.2	3644	PAYROLL WARRANT LISTINGS	FE+5		FE+5			
3.3	819	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC	
3.3.023	797	TRAVEL AUTHORIZATION REQUESTS	FE+1	2	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	
3.3.023	807	APPLICATION FOR EDUCATIONAL STUDY PROGRAM	FE+3		FE+3			
3.4.007	4087	LEAVE REQUESTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
3.4.008	831	SICK LEAVE POOL DOCUMENTATION	FE+5		FE+5			
4.2.004	833	ENCUMBRANCE VOUCHERS/REQUISITIONS	FE+3		FE+3			
5.1.001	6742	CONTRACTS	AC	7	AC+7		FOR CONTRACT MANAGEMENT UNIT. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.	10-537-555
5.1.015	781	CORRESPONDENCE-LOGBOOKS		1	1			
5.2.008	839	EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3			
5.2.010	4105	EQUIPMENT MANUALS	LA		LA			
5.2.014	4090	EQUIPMENT INVENTORY	FE+3		FE+3			

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5.2.015	840	EQUIPMENT INVENTORY REMOVALS	FE+3		FE+3			
5.3	601	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3			
5.3.007	6743	BID DOCUMENTATION	FE+3		FE+3		FOR CONTRACT MANAGEMENT UNIT	
5.4.001	813	ACCIDENT REPORTS & ASSOCIATED DOCUMENTATION	CE+2	3	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.	
5.4.012	836	SECURITY ACCESS RECORDS	AC+2		AC+2		Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	
5.5.001	841	TELECOMMUNICATIONS BILLING DETAIL	FE+3		FE+3			

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