

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
 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			

120 - ENTERPRISE PROCUREMENT AND CONTRACTING, HHS

4.2.004	1529	ENCUMBRANCE VOUCHERS	AC+1	3	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. PURCHASE ORDERS, STATEMENTS, CHANGE ORDERS, ETC. THESE ARE PROCUREMENTS ATTACHED TO AN EXISTING CONTRACT	06-537-532
4.2.005	6410	PURCHASE VOUCHERS	FE+3		FE+3		THESE ARE PROCUREMENTS NOT ATTACHED TO AN EXISTING CONTRACT.	07-537-541
5.1.001	1041	CONTRACTS AND RFPs (formerly FEDERAL GRANT INFORMATION ON FILE)	AC	7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	05-537-074
5.1.001	3735	CONTRACTS	AC+1	6	AC+7		Vital Record. AC= EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATIONS, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, ACCEPTED BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE.	
5.3	563	PROCARD PURCHASES SUPPORTING DOCUMENTATION	FE+1	2	FE+3			06-537-533
5.3.007	1410	BID DOCUMENTATION	AC+4		AC+4		AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. INCLUDES BID REQUISITIONS / AUTHORIZATION, INVITATIONS TO BID OR PROPOSE, BID SPECIFICATIONS, ACCEPTED AND REJECTED BIDS AND BID TABULATION/EVALUATIONS. THIS COVERS SUCCESSFUL AND UNSUCCESSFUL SOLICITATIONS.	

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US -Until Superseded	PM - Permanent	LA - Life of Asset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

A - Transfer to State Archivist
 R - Review by StateArchivist
 E - Exempt from sending

VITAL Record (Include in Field 9)

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5.3.008	5875	PURCHASING LOG	FE+3		FE+3		LOG, REGISTERS, ETC. PROVIDING A RECORD OF PURCHASE ORDERS ISSUED, ORDERS RECEIVED AND SIMILAR DATE ON PROCUREMENT STATUS.	
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