

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			

809 - DIVISION FOR FAMILY & COMMUNITY HEALTH SERVICES

1.1	3632	SERVICE DELIVERY INTEGRATION SIEBR'S PROJECT FILES	7		7		Vital Record.	
1.1	5139	CLIENT HISTORY REPORTS	6Y3MO		6Y3MO			
1.1	5494	SERVICE DELIVERY INTEGRATION CONTRACTOR MANUAL	4		4			
1.1.006	4293	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	4243	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	5652	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
1.1.013	5669	ITINERARY INFORMATION	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.	
1.1.027	5670	PROPOSED LEGISLATION	AV		AV			
1.1.040	5671	SPEECHES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	

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ARCHIVAL CODES (Field 8)

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1.1.055	164	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.
1.1.056	305	ADA DOCUMENTATION	3	3		28CFR35.105(c)
1.1.057	1495	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	6825	STAFF MEETING MINUTES, NOTES AND AGENDA	1	1		
1.1.065	579	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV	AV		INCLUDES WORKING PAPERS FOR QA MONITORING
1.3.001	4189	PUBLICATIONS (HC, SDI)	AC+2	AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE. PAPER, ELECTRONIC; FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES TO HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE / LIBRARY. WEB PUBLICATIONS ARE MADE AVAILABLE TO THE PUBLIC ONLINE FOR AT LEAST SIX MONTHS. 13 TAC RULE 3.4(B). THEN RETAINED FOR APPROPRIATE PERIOD ACCORDING TO RETENTION FOR THEIR RECORDS SERIES.
1.3.002	3974	PUBLICATION DEVELOPMENT FILES (HC)	AV	AV	R	

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2.2.016	6959	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		Vital Record.	
3.1	491	PARKING INFRACTIONS	FE+1	FE+1			
3.1	588	GRIEVANCE 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	6735	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. BEGINING 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.	
3.1.014	1513	EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)	2	2		Vital Record maintainted by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.	
3.1.019	712	PEFORMANCE APPRAISALS/JOURNALS	AC+5	AC+5		29 CRF 1620.32(A); 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	741	POSITION JOB DESCRIPTIONS	AC+4	AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.1.034	752	RESUMES - UNSOLICITED	AV	AV			
3.2	2084	PAYROLL WARRANT LISTING	FE+5	FE+5			
3.3.023	135	TRAVEL AUTHORIZATION REQUEST	FE+3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	
3.3.023	753	TUITION ASSISTANCE REQUESTS	FE+3	FE+3			
3.4.007	768	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+5	FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
4.2.005	5884	PURCHASE VOUCHERS	FE+3	FE+3			
4.2.007	5885	EXPENDITURE VOUCHERS (TRAVEL, PAYROLL, ETC)	FE+3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.	
4.5.006	990	ANNUAL OPERATING BUDGETS	FE+3	FE+3			
4.7.004	1244	CAPITAL ASSETS RECORDS	LA+3	LA+3			
4.7.008	5886	FEDERAL GRANT RECORDS	AC+3	AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
4.7.012	5887	SIGNATURE AUTHORIZATION	US+FE+3	US+FE+3			

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5.1	1533	CONTRACT MONITORING RECORDS	AC+7	AC+7	Vital Record. AC=CONTRACT EXPIRATION DATE; RECORDS ARE RETAINED IN ACCORDANCE WITH FEDERAL REQUIREMENTS.
5.1.011	1498	PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS	AV	AV	
5.2.014	1807	EQUIPMENT INVENTORY	FE+3	FE+3	
5.3	5468	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3	FE+3	
5.3.008	2004	PURCHASING LOG	FE+3	FE+3	
5.5.001	2027	BILLING DETAIL - TELECOMMUNICATIONS	FE+3	FE+3	

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