

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			

102 - OFFICE OF THE GENERAL COUNSEL - LEGAL SECTION

4445		BOARD OF HEALTH RESOLUTIONS & RELATED DOCUMENTS	AC+2	1	AC+3		AC=DATE OF WHEN RESOLUTION IS PASSED.	
4446		TEXAS REGISTER "OPEN MEETINGS" & "IN ADDITION"	CE+1	1	CE+2			
4450		CERTIFICATIONS BY CUSTODIAN OF RECORDS	2		2			
6164		SUBPOENAS (DSHS IS NOT A PARTY TO THE LITIGATION)	AC+1		AC+1		AC=DATE OF DSHS' RESPONSE TO THE SUBPOENA IN THE FORM OF COMPLETED QUESTIONS AND RESPONSIVE DOCUMENTS, AFFIDAVITS OF NO RECORDS, OR, IN THE CASE OF WITNESS SUBPOENAS, THE DATE ON WHICH DSHS EMPLOYEE APPEARED AS A WITNESS.	
1.1	3514	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	
1.1	3604	ADMINISTRATIVE CASE FILES	AC+1		AC+1	R	AC=CASE CLOSED. CASES THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL BE EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR ARCHIVAL PRESERVATION.	
1.1	7196	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j) (1)-(2)	
1.1	7199	RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE	

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1.1	7202	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6		45 CFR 164.530 (j)(1)-(2)	
1.1	7205	ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION	
1.1	7208	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1		AC=DATE RECORD AMENDED OR REQUEST FILLED.	
1.1	7209	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1		AC=DATE RECORD AMENDED OR REQUEST FILLED.	
1.1	7211	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION	
1.1.006	7214	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	4394	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.)	2	2	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	4395	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	

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102 - OFFICE OF THE GENERAL COUNSEL - LEGAL SECTION

1.1.013	6062	CALENDARS/APPOINTMENT BOOKS/ ITINERARY	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.
1.1.014	4398	LEGAL OPINIONS & ADVICE	AV		AV	R	
1.1.020	4400	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	4401	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+1	1	AC+2		AC=DATE OF DENIAL OF REQUEST
1.1.023	5227	ORGANIZATION CHARTS	US		US	A	
1.1.026	5229	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1		AC=DATE OF PUBLICATION IN THE TEXAS REGISTER
1.1.027	4402	PROPOSED LEGISLATION	AV		AV		
1.1.040	5230	SPEECHES AND PAPERS	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	4406	TRAINING MATERIALS	US+1		US+1		

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1.1.048	4410	LITIGATION FILES	AC+1	AC+1	R	INFORMATION CONTAINED IN FILES DETERMINES IF THE FILE IS OPEN OR CONFIDENTIAL. PAPER & ELECTRONIC. AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT OF WANT OF PROSECUTION OR ON A MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. CASES THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL BE EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR ARCHIVAL PRESERVATION.
1.1.053	2090	REGISTRATION LOGS	AC	AC		AC=REPORT FILED WITH THE TEXAS ETHICS COMMISSION.
1.1.057	1680	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	5226	STAFF MEETING MINUTES	1	1		
1.1.067	4404	REPORTS AND STUDIES--NON-FISCAL	2	1	3	
1.1.072	5851	PUBLIC INFORMATION REPORTS	2	2		REPORTS MADE TO TBPC ON AGENCY'S PUBLIC INFORMATION ACT ACTIVITIES.
1.1.075	51	ALTERNATIVE DISPUTE RESOLUTIONS - FINAL AGREEMENT	AC+4	AC+4		AC=DATE OF FINAL AGREEMENT. TEXAS CIVIL PRACTICE AND REMEDIES CODE, CHAPTER 154.071

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1.2.001	4412	DESTRUCTION SIGN OFF FORMS	FE+3	FE+3				
1.2.005	4413	RECORDS RETENTION SCHEDULE	US	US				
1.2.010	2088	RECORDS DISPOSITION LOGS	10	10			CONVENIENCE COPY. SENT TO RECORDS MANAGEMENT OFFICER WHEN RECORDS ARE DESTROYED.	
2.1.001	4414	AUTOMATED FILES - PROCESSING FILES	AC	AC			Vital Record. AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY OT RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.	
2.1.001	4416	PROCESSING FILES	AC	AC			Vital Record. AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.	
2.1.002	4415	MASTER FILES - AUTOMATED FILES	AC	AC			Vital Record. AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY OT RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.	

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2.1.007	4419	SOFTWARE PROGRAMS	AC		AC		Vital Record. DOES NOT INCLUDE COMMERCIALY AVAILABLE SOFTWARE PROGRAMS. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94	
2.1.009	4418	TECHNICAL DOCUMENTATION	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ.	
2.2.016	5957	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.	
3.1	6678	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.	
3.1.006	1955	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.	
3.1.012	1948	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS	2		2			

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3.1.014	4425	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.
3.1.018	4423	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
3.1.019	4426	PERFORMANCE 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	4428	POSITION DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.3.023	5837	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.
3.4.004	5014	OVERTIME AUTHORIZATIONS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.
3.4.007	4435	TIME OFF/SICK LEAVE REQUESTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.
4.2.005	1812	PURCHASE VOUCHERS	FE+3		FE+3		

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4.5.002	4439	INTERNAL MANAGEMENT REPORTS	FE+3	FE+3			
5.1.001	4441	CONTRACTS & LEASES	AC+7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.014	1785	OFFICE PROCEDURES	US+1	US+1			
5.3	5769	PROCUREMENT CARD PURCHASES - SUPPORTING DOCUMENTATION	FE+3	FE+3			
5.4.011	5184	VISITOR REGISTER LOG	3	3			
5.5.001	1772	BILLING DETAIL - TELECOMMUNICATIONS OTHER THAN TEX-AN	FE+3	FE+3			

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