

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	

811 - CIVIL RIGHTS (HHSC)

1.1	5714	COMPLIANCE REVIEWS	AC+4	AC+4	AC=COMPLETION OF REVIEW
1.1	6741	REASONABLE ACCOMMODATION FILES	AC+3	AC+3	AC=AFTER TERMINATION FROM HHS 28CFR35.105 (c).
1.1.056	5727	ADA DOCUMENTATION - SELF-EVALUATIONS AND PLANS DOCUMENTING COMPLIANCE (INCLUDING ACCOMMODATION REQUEST)	3	3	28CFR35.105 (c). BECAUSE OF CONSOLIDATION OF CIVIL RIGHTS IN HHS ENTERPRISE, MAINTAINED IN HHSC.
3.3.001	3996	AFFIRMATIVE ACTION PLAN	FE+5	FE+5	PAPER, COMPUTER PRINT OUT; BECAUSE OF CONSOLIDATION OF CIVIL RIGHTS IN HHS ENTERPRISE, MAINTAINED IN HHSC.
3.3.030	5517	TRAINING ADMINISTRATION	US+2	US+2	(MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPs. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS).

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US -Until Superseded	PM - Permanent	LA - Life of Asset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