

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			

502 - HIV/STD PREVENTION AND CARE BRANCH								
	773	HIV/STD MEDICATION PROGRAM - DATABASE	AV		AV		Vital Record.	
	774	HIV COUNSELING AND TESTING SITES - DATABASE	AV		AV		Vital Record.	
	928	GRANT APPLICATIONS - DENIED	AC+1		AC+1		AC=DATE APPLICATION DENIED	
	3047	PCPE DATABASE	PM		PM		PCPE PAPER DATA FORMS ARE SCANNED OR MANUALLY ENTERED INTO THE DATABASE, RETAINED FOR SIX ADDITIONAL MONTHS AND ARE THEN DESTROYED.	
1.1	2536	QUALITY REVIEW AUDITS	AC+3		AC+3		AC=FINAL REVIEW. PROGRAM AUDIT OF GRANTS OR CONTRACTS.	
1.1	2573	STATE GRANT INFORMATION	AC+3		AC+3		AC=COMPLETION OF GRANT	
1.1	3046	CONTINUING EDUCATION DOCUMENTATION	FE+5		FE+5			
1.1	3360	HIV MEDICATION PROGRAM-HIV MEDICATION APPLICATIONS	AC+5		AC+5		Vital Record. AC=DEATH OF CLIENT OR INACTIVE FOR 180 CONSECUTIVE DAYS	
1.1	4491	CONFIDENTIAL TESTING (RESULTS SEROPOSITIVE)	AC+5		AC+5		AC=DEATH OF THE PATIENT; STORED IN OFFICE.	
1.1	4492	CONFIDENTIAL TESTING (RESULTS SERONEGATIVE)	AC+5		AC+5		AC=LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER. STORED IN THE OFFICE.	
1.1.006	1644	ASSISTANCE TRACKING SYSTEM DATABASE	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.006	2538	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT.	

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ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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1.1.007	2539	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	1650	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2		INCLUDES SOME E-MAIL.
1.1.010	7265	DIRECTIVES - LIMITED TO PROGRAM RULES AND PROCEDURES	US+1	US+1		
1.1.013	3035	CALENDARS/APPOINTMENT BOOKS	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	2540	LEGAL OPINIONS AND ADVICE	AV	AV	R	
1.1.020	3054	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	3051	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2		AC=DATE OF DENIAL OF REQUEST

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1.1.024	2542	PLANNING RECORDS	AC+3	AC+3	A	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS; ARCHIVAL CODE AUTHORIZED SUBSEQUENT TO APPRAISAL BY THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.
1.1.040	3048	SPEECHES AND PAPERS	AC	AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	3038	TRAINING MATERIALS	US+1	US+1		
1.1.057	1649	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.
1.1.058	3848	MEETING AGENDAS AND MINUTES	PM	PM	A	INCLUDES MINUTES AND AGENDAS FROM THE HIV MEDICATION ADVISORY COMMITTEE (Health & Safety Code, Chapt 85, Subchapter K) AND THE HIV/AIDS INTERAGENCY COORDINATING COUNCIL (Health & Safety Code, 85.044)
1.1.065	1163	MISCELLANEOUS PROGRAM EVALUATION DATA COLLECTION FORMS--REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV	AV		
1.1.067	2544	REPORTS, CONSULTANTS AND COMMITTEES	3	3	R	IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.

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1.1.069	2545	REPORTS, EMPLOYEE	1		1		REPORTS COMPILED BY STAFF ON A DAILY OR PERIODIC BASIS PERTAINING TO WORKLOAD MONITORING, TASK COMPLETION TIMES, NUMBER OF PUBLIC CONTACTS, ETC.	
2.2.016	5985	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record. DSHS-IT should receive license before software is installed.	
3.1	6706	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	2553	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	2554	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.	
3.3	2557	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS.	

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3.3.023	2547	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3		PROGRAM WILL HAVE RECEIPTS IN THE EVENT OF AN AUDIT. TRAVEL OFFICE ASSUMED PARTIAL RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	
3.4.004	4997	OVERTIME AUTHORIZATION	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
4.2.005	5631	HIV DRUG ORDERS AND REQUISITION BATCH REPORTS	3 MO	FE+4Y9 MO	FE+5		CREATION OF RECORDS STARTED OCTOBER 2002. CONFIDENTIAL INFORMATION PROTECTED UNDER VTCA HEALTH & SAFETY CODE CHAPTER 81.103	05-537-363
5.1.001	2572	FEDERAL GRANT APPLICATIONS & CONTRACTS	AC+7		AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.001	3362	PHARMACY CONTRACTS OR AGREEMENTS	AC+7		AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.2.011	2575	EQUIPMENT WARRANTIES	AC+1		AC+1		AC=EXPIRATION OF WARRANTY	

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