

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
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___ 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			

005 - HEALTH SERVICE REGION - CORE

	1333	CHILD PASSENGER SAFETY RECORDS	5	5			INCLUDES MONTHLY DISTRIBUTION REPORTS. LIABILITY FORMS, APPOINTMENT SHEET, SCREENING TOOL, TEACHER AND ROSTER OF EDUCATION CLASSES	
1.1	1451	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6	AC+6			AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)	
1.1	3231	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	
1.1	3233	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6	6			45 CFR 164.530 (j) (1)-(2)	
1.1	4631	ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC	AC			RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER	
1.1	4656	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	5183	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.)-APPROVED	AC+1	AC+1			45 CFR 164.530 (j)(1)-(2); AC=DATE RECORD AMENDED OR REQUEST FILLED.	
1.1	5185	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	

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ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist
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VITAL Record (Include in Field 9)

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1.1.006	4831	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6	AC+6			45 CFR 164.530 (j) (1)-(2); AC=FINAL DISPOSITION OF COMPLAINT	
1.1.006	5174	COMPLAINT FILE	AC+2	AC+2			AC=FINAL DISPOSITION OF THE COMPLAINT	
1.1.007	754	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	787	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			INCLUDES SOME E-MAIL.	
1.1.008	822	HEALTH CLINICS & FRIENDS OF PUBLIC HEALTH (CORRESPONDENCE)	2	2			INCLUDES SOME E-MAIL.	
1.1.010	788	DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1	US+1			(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	
1.1.013	3716	DESK CALENDARS/APPOINTMENT BOOKS	CE+1	CE+1		R	INCLUDES CALENDAR IN OUTLOOK. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.019	4642	NEWS OR PRESS RELEASES	2	2		R	SEND PAPER OR MICROFILM COPIES TO THE STATE ARCHIVES.	

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1.1.020	5356	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	5357	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2			AC=DATE OF DENIAL OF REQUEST	
1.1.023	5335	ORGANIZATION CHARTS	US	US		A		
1.1.024	6668	PLANS AND PLANNING RECORDS	AC+3	AC+3		R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.	
1.1.040	5337	REPORTS AND PAPERS - CONFERENCE	AC	AC		R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	7137	TRAINING MATERIALS	US+1	US+1			INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	
1.1.057	1663	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.	
1.1.060	4454	MEETINGS - AUDIO OR VIDEOTAPES OF OPEN	AC+90 DA	AC+90 DA			AUDIO AND VIDEO; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY.	
1.1.063	771	MEETING MINUTES-STAFF MEETINGS	1	1				

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1.1.063	4902	MEETING MINUTES - LOCAL HEALTH DEPARTMENTS & OTHER MEETINGS	1	1				
1.1.064	2981	PERFORMANCE MEASURES DOCUMENTATION	FE+3	FE+3			Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.	
1.1.065	5261	REPORTS, STUDIES & SURVEYS (NON-FISCAL)- RAW DATA	AV	AV				
1.1.067	6927	REPORTS AND STUDIES (NON-FISCAL)	3	3	R			
1.1.069	6163	REPORTS, ACTIVITY	1	1			REPORTS COMPILED BY AGENCY PERSONNEL ON A DAILY OR OTHER PERIODIC BASIS PERTAINING TO WORKLOAD MONITORING, TASK COMPLETION TIMES, NUMBER OF PUBLIC CONTACTS, AND SIMILAR ACTIVITIES.	
1.1.070	5336	POLICY AND PROCEDURE MANUAL- FINAL	AC+3	AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	5108	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.004	5293	FORMS DIRECTORY	US	US				
1.2.005	5294	RECORDS RETENTION SCHEDULE	US	US			CONVENIENCE COPY	
1.2.012	5295	RECORDS INVENTORY WORKSHEETS	US	US			CONVENIENCE COPY	

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1.3.001	3714	STATE PUBLICATIONS INCLUDING NEWSLETTERS DISTRIBUTED TO EXTERNAL AGENCIES OR PROVIDERS	AC+2	AC+2	AC=UNTIL SUPERSEDED OR OBSOLETE. HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY FOR THOSE PRINTED AT HHS PRINTING. REGIONAL OFFICES SHOULD SEND COPIES TO HHS PRINTING FOR THOSE PRINTED ELSEWHERE SO COPIES CAN BE DISTRIBUTED TO THE CLEARINGHOUSE / LIBRARY.
2.1.001	5375	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.
2.1.002	5371	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.
2.1.007	5379	SOFTWARE PROGRAMS/JOB CONTROL LANGUAGE	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

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2.1.009	5296	TECHNICAL DOCUMENTATION (SYSTEM AND FILE DOCUMENTATION)	AC	AC	Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE ENVIRONMENT 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. TAC 6.97(a).	
2.2.001	5297	CONSOLE LOGS	AV	AV	Vital Record.	
2.2.016	5955	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3	Vital Record.	
3.1	4351	EMPLOYEE IMMUNIZATION RECORDS	10	10	Vital Record. INCLUDES IMMUNIZATIONS, VACCINATIONS, AND TESTS.	
3.1	5236	VOLUNTEER INFORMATION FILES	FE+2	FE+2	Vital Record.	
3.1	6676	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.	
3.1.012	5302	EMPLOYMENT ADVERTISEMENTS/JOB ANNOUNCEMENTS/RECRUITING CORRESPONDENCE	2	2		

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3.1.014	796	INTERVIEWING & 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	5327	GRIEVANCE FILES	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	5288	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	5287	POSITION DESCRIPTIONS	AC+4	AC+4	Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.036	6669	APPRENTICESHIP / INTERNSHIP RECORDS	5	5	29 CFR 30.8(e)
3.1.037	5340	EMPLOYEE RECOGNITION RECORDS	AC+5	AC+5	AC=TERMINATION OF EMPLOYMENT; FORWARD PRINTED COPY TO HHS MANAGER FOR HUMAN RESOURCE RECORDS FOR EMPLOYEE MASTER PERSONNEL FILE.
3.2	2980	PAYROLL WARRANT LISTINGS	FE+5	FE+5	
3.2	4356	PAYROLL AFFIDAVITS	4	4	CONVENIENCE COPY

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3.2.006	5329	SALARY SCHEDULES	2		2		INCLUDES MERIT INFORMATION; CONVENIENCE COPY	
3.3	794	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS.	
3.3.004	5331	GROUP INSURANCE RECORDS	US+1		US+1			
3.3.011	5338	FORMER EMPLOYEE VERIFICATION RECORDS - PERSONNEL FILES (EMPLOYMENT HISTORY FILE) (NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS, AND PUBLIC ACCESS OPTION FORM)	AC	75	AC+75		Vital Record. CONVENIENCE COPY. AC=TERMINATION OF EMPLOYMENT.	
3.3.015	5115	JOB AUDITS	US+3		US+3		CONVENIENCE COPY	
3.3.020	5364	WORK SCHEDULES/ASSIGNMENTS	1		1			
3.3.023	5292	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3		TRAVEL OFFICE MAY HAVE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005, DEPENDING ON LOCATION IN REGIONS.	
3.3.023	5339	TUITION ASSISTANCE REQUESTS	FE+3		FE+3			
3.3.026	5303	POSITION STAFFING REPORTS	US+3		US+3			
3.3.030	7271	TRAINING ADMINISTRATION RECORDS	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).	
3.3.031	2960	EEO DATA FORMS	3		3			

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3.4.007	5354	DAILY ABSENCE REPORTS	FE+5	FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
3.4.008	5369	SICK LEAVE POOL DOCUMENTATION	FE+5	FE+5			
4.1.002	5304	BILLING DETAIL	FE+3	FE+3			
4.1.002	7162	BILLING DETAIL ON FEES FOR SERVICE	7	7		ALSO KNOWN AS MEDICARE REIMBURSEMENT RECORDS. RETENTION BASED ON HIPAA REQUIREMENTS FOR MEDICARE-45 CFR 164.530 (j)(1)-(2).	
4.2.002	5305	CASH RECEIPTS	FE+3	FE+3		CONVENIENCE COPY	
4.2.005	6984	PURCHASE VOUCHERS/ORDERS	FE+3	FE+3			
4.7.001	5306	ACCOUNTING POLICIES AND PROCEDURES MANUALS	US+3	US+3			
4.7.002	5365	PETTY CASH VOUCHERS/BANK STATEMENTS	FE+3	FE+3			
4.7.008	6926	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	7183	SIGNATURE AUTHORIZATIONS	US+FE+3	US+FE+3			
5.1.001	5286	PROPERTY/MEMORANDUM OF AGREEMENT	AC+7	AC+7		Vital Record. CONVENIENCE COPY. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.	

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5.1.003	5307	DELIVERY REPORTS	2	2			
5.1.004	767	MAIL AND TELECOMMUNICATIONS LISTINGS	US	US			
5.1.005	812	POSTAGE EXPENDITURE RECORDS	FE+3	FE+3			
5.1.011	5308	PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS	AV	AV			
5.1.012	5314	PRICE LISTS	US+3	US+3			
5.1.014	3713	OFFICE PROCEDURES	US+1	US+1			
5.1.015	6985	TRACKING MAIL/UPS	1	1			
5.2	1203	TEMPERATURE RECORDS (REFRIGERATION EQUIPMENT)	FE+1MO	FE+1MO			
5.2.007	5309	DAMAGE REPORTS	FE+3	FE+3			
5.2.008	2982	EQUIPMENT SERVICE AGREEMENTS	LA+3	LA+3			
5.2.009	5322	EQUIPMENT INVENTORY DETAIL REPORT FORMS	FE+3	FE+3			
5.2.010	1191	EQUIPMENT MANUALS	LA	LA			

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State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/3/2017**

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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			

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5.2.011	1200	EQUIPMENT WARRANTIES	AC+1	AC+1		AC=EXPIRATION OF WARRANTY	
5.2.014	5289	INVENTORY ANNUAL PHYSICAL AT CONTRACTED FIELD OFFICES	FE+3	FE+3			
5.2.018	5310	QUALITY CONTROL REPORTS	2	2			
5.2.020	5323	SUPPLY USAGE RECORDS - REGIONAL INVENTORY	FE+1	FE+1			
5.2.022	5312	UTILITY REPORTS	AV	AV			
5.2.026	6986	FACILITIES RESERVATIONS LOG	2	2			
5.3	6925	PROCARD PURCHASES SUPPORTING DOCUMENTATION	FE+3	FE+3			
5.3.003	5313	FREIGHT CLAIMS	AC+2	AC+2		AC=RESOLUTION OF CLAIM	
5.3.007	5319	BID DOCUMENTATION	FE+3	FE+3			
5.3.008	5324	PURCHASING LOGS	FE+3	FE+3			
5.4	4555	COPY OF MOVING AND NON-MOVING TRAFFIC VIOLATIONS (KEPT WITH PERFORMANCE APPRAISALS)	2	2		FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.	
5.4	5539	REVIEW OF APPROPRIATE LICENSURE FOR OPERATION OF MOTOR VEHICLE (KEPT WITH PERFORMANCE APPRAISALS)	2	2		FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.	

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5.4.001	5360	ACCIDENT REPORTS & ASSOCIATED DOCUMENTATION	CE+5	CE+5		Vital Record. ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.
5.4.002	5291	EVACUATION PLANS	US	US		
5.4.003	5318	FIRE INSPECTION RECORDS	AC+3	AC+3		AC=INSPECTION, OR DATE OF CORRECTION OF DEFICIENCY, IF REPORT SHOWS DEFICIENCY
5.4.003	5332	SAFETY INSPECTIONS	AC+3	AC+3		AC=INSPECTION OR DATE OF THE CORRECTION OF THE DEFICIENCY IF THE INSPECTION REPORT REVEALS A DEFICIENCY.
5.4.007	5333	HAZMAT TRAINING RECORDS	5	5		
5.4.010	5334	MATERIAL SAFETY DATA SHEETS	AC	AC		AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED BY AGENCY, AS APPLICABLE.
5.4.011	2983	VISITORS LOG	3	3		
5.4.012	793	SECURITY ACCESS RECORDS	AC+2	AC+2		Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.
5.4.012	5358	IDENTIFICATION CARDS	AC+2	AC+2		AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.
5.5.001	5315	BILLING DETAIL - TELECOMMUNICATIONS	FE+3	FE+3		

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5.5.002	5316	LONG DISTANCE TELEPHONE LOGS	AV		AV			
5.6.003	5317	INSPECTION REPAIR & MAINTENANCE RECORDS - VEHICLES	LA+1		LA+1			
5.6.005	5320	VEHICLE USE REPORTS-MILEAGE REPORTS	FE+3		FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.	
5.6.005	5321	VEHICLE USE REPORTS-OPERATIONS LOGS	FE+3		FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.	

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