

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			

095 - HEALTH SERVICE REGION - WIC PROGRAM								
	1371	VOIDED CARDS/VENDOR REPORTS	AC+3	AC+3	AC+3		RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.	
	1375	CONTRACT FORMULA DISTRIBUTION FOOD ISSUANCE RECORDS	AC+3	AC+3	AC+3		RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.	
	1376	INVENTORY SHEETS(FOOD DISTRIBUTION)	FE+3	FE+3	FE+3			
	1403	PARTICIPANT RECORDS	AC+3	AC+3	AC+3		RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.	
	1505	WIC DAILY CARD AND PARTICIPATION LOG	FE+3	FE+3	FE+3			
	1506	WIC HEALTH RECORD	AC+7	AC+7	AC+7		AC=LAST SERVICE DATE. WIC=WOMEN, INFANTS & CHILDREN	
1.1	1423	WIC SELF-AUDITS	AC+3	AC+3	AC+3		RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.	
1.1.002	79	AUDIT FINDINGS - BIENNIAL	AC+7	AC+7	AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.	

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US -Until Superseded	PM - Permanent	LA - Life of Asset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)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

VITAL Record (Include in Field 9)

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095 - HEALTH SERVICE REGION - WIC PROGRAM

1.1.007	1377	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.
1.1.007	1422	WIC ADMINISTRATIVE FILES (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	1392	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2		INCLUDES SOME E-MAIL.
1.1.063	1411	MEETING MINUTES/NOTES	1	1		
3.4.001	1397	ACCUMULATED LEAVE ADJUSTMENT REQUEST	FE+5	FE+5		
3.4.007	1384	TIME OFF AND/OF SICK LEAVE REQUESTS	FE+5	FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.
4.3.002	82	DAILY VOUCHER & PARTICIPATION LOG	FE+3	FE+3		
4.5.002	1374	INTERNAL MANAGEMENT REPORTS, WIC REPORTS, CASELOAD ANALYSIS, FOOD CARD INVENTORY RECONCILIATION, FOOD ISSUANCE	AC+3	AC+3		RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.
5.1.001	83	LOCAL AGENCY CONTRACT AGREEMENTS	AC+7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF CONTRACT ACCORDING TO ITS TERMS.

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