

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 |             |            |             |

507 - INFECTIOUS DISEASE CONTROL UNIT

|         |      |  |      |  |      |   |  |  |
|---------|------|--|------|--|------|---|--|--|
| 1.1     | 1917 | EVALUATION OF PRE-NATAL SCREENING  | 5    |  | 5    |   |  |  |
| 1.1.007 | 4808 | 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 | 4809 | GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)  | 2    |  | 2    |   | INCLUDES SOME E-MAIL   |  |
| 1.1.010 | 5559 | DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)  | US+1 |  | US+1 |   | (INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)   |  |
| 1.1.020 | 5560 | 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 | 5561 | PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)  | AC+2 |  | AC+2 |   | AC=DATE OF DENIAL OF REQUEST   |  |
| 1.1.027 | 4814 | PROPOSED LEGISLATION - DRAFTS OR PROPOSED LEGISLATIVE BILLS & RELATED CORRESPONDENCE   | AV   |  | AV   |   |  |  |
| 1.1.057 | 5571 | 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. |  |

RETENTION CODES (Field 7)

|  |                        |                    |
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| 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 State Archivist  
E - Exempt from sending

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|---------|------|--|------|------|---|--|
| 1.1.067 | 4815 | REPORTS & STUDIES (NON-FISCAL)   | 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.   |
| 2.2.016 | 5990 | SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS   | LA+3 | LA+3 |   | Vital Record.  |
| 3.1     | 489  | 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     | 5562 | NETWORK/MAINFRAME SECURITY MEMOS   | AC+3 | AC+3 |   | AC=DATE OF THE EXPIRATION OF THE MEMO.   |
| 3.1     | 5563 | DUAL EMPLOYMENT FILES  | AC+5 | AC+5 |   | AC=TERMINATION OF EMPLOYMENT   |
| 3.1     | 6711 | 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 | 4818 | EMPLOYMENT SELECTION - INTERVIEW NOTES & DOCUMENTATION OF SELECTION PROCESS; APPLICATIONS FOR EMPLOYMENT - NOT HIRED | 2    | 2    |   | Vital Record maintainted by CAPPs only. Send all records to CAPPs. CAPPs HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.   |

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|---------|------|---|------|------|---|
| 3.1.019 | 345  | 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 | 5565 | POSITION JOB DESCRIPTIONS   | AC+4 | AC+4 | Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.  |
| 3.3     | 297  | TRAINING SUPPORT DOCUMENTATION  | AC+2 | AC+2 | AC=COMPLETION OF CLASS  |
| 3.3.023 | 3259 | REQUESTS AND AUTHORIZATIONS FOR REIMBURSABLE ACTIVITIES, TRAVEL, TUITION ASSISTANCE, ETC. | FE+3 | FE+3 | TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.  |
| 3.3.023 | 5566 | TUITION ASSISTANCE REQUESTS   | FE+3 | FE+3 |   |
| 3.4.004 | 615  | OVERTIME AUTHORIZATIONS   | FE+5 | FE+5 | BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.  |
| 4.1.004 | 5567 | ENCUMBRANCE DETAIL  | FE+3 | FE+3 |   |
| 4.2.005 | 6147 | PURCHASE VOUCHERS   | FE+3 | FE+3 | REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS, BEST VALUE DETERMINATIONS, ETC   |
| 4.3.003 | 4671 | EXPENDITURE JOURNALS OR REGISTERS   | FE+3 | FE+3 |   |

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| 4.4.001 | 5568 | GENERAL LEDGER  | FE+3 | FE+3 |  | Vital Record.  |  |
| 4.5.006 | 494  | OPERATING BUDGET  | FE+3 | FE+3 |  | Vital Record.  |  |
| 4.6.001 | 576  | MONTHLY BALANCING RECORDS                                     | FE+3 | FE+3 |  |  |  |
| 4.7.008 | 5569 | FEDERAL GRANT INFORMATION ON FILE                             | 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). |  |
| 5.1.007 | 4830 | REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE | AV   | AV   |  |  |  |
| 5.3     | 5458 | PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION           | FE+3 | FE+3 |  |  |  |
| 5.3.008 | 575  | PURCHASING LOGS   | FE+3 | FE+3 |  |  |  |

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