

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/4/2017**

___ 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			

509 - INFECTIOUS DISEASE PREVENTION SECTION

1.1.004	3316	BIENNIAL BUDGETS (LAR, BOP, CAP, EXCEPTIONAL ITEM REQUESTS)	AC+6		AC+6	A	AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.
1.1.007	1839	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.)	3MO	3Y9MO	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	1888	ADMINISTRATIVE CORRESPONDENCE (ORIGINAL INFLUENZA - TITLE XIX) (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	10		10	R	Vital Record. FILE CONTAINS IMMUNIZATION INFORMATION THAT THE DEPARTMENT IS REQUIRED TO MAINTAIN FOR 10 YEARS. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.008	6387	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL
1.1.013	6388	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	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.
1.1.020	4614	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST FULFILLED; INCLUDES LETTERS AND F11-11406 AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)

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ARCHIVAL CODES (Field 8)

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1.1.024	6389	PLANS AND PLANNING RECORDS	AC+3	AC+3	R	AC=DECISION MADE TO OR NOT TO IMPLEMENT RESULT OF PLANNING RECORDS. (DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.)
1.1.027	6391	PROPOSED LEGISLATION	AV	AV		
1.1.055	6392	STRATEGIC PLANNING	AC+6	AC+6	A	AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVAL REQUIREMENT MET BY SENDING REQUIRED COPIES OF COMPLETED AGENCY PLAN TO TEXAS STATE DEPOSITORY PROGRAM.
1.1.057	6393	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.
1.1.063	6394	STAFF MEETING MINUTES AND NOTES	1	1		
1.1.064	6395	AGENCY 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	6396	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV	AV		
1.1.067	1942	REPORT: IMMUNIZATION LEVELS IN TEXAS	5	5	R	MAINTAINED TO STUDY LIFE CYCLE OF VIRUS. 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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1.1.067	6397	REPORTS AND 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.
1.1.069	6398	REPORTS - ACTIVITY	1	1		
1.1.070	6399	AGENCY RULES, POLICIES, PROCEDURES - FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES, OR PROCEDURES. INCLUDES RABIES POLICY / PROCEDURES.
1.1.071	5269	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.2.006	6400	RECORDS TRANSMITTAL FORMS	AC+2	AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION, PERMANENT TRANSFER FROM STORAGE, OR TRANSFER TO THE STATE RECORDS CENTER.
2.2.016	5992	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		Vital Record.
3.1	6713	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.
3.1.006	6401	EMPLOYEE COUNSELING RECORDS	AC+3	AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.

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3.1.014	6402	EMPLOYMENT SELECTION RECORDS (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	6403	PERFORMANCE APPRAISALS	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	6412	JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.2	169	PAYROLL WARRANT LISTINGS	FE+5		FE+5		
3.3	3943	PERSONNEL INFORMATION (INCLUDING MANPOWER REPORTS)	US+3		US+3		
3.3.020	6407	WORK SCHEDULES / ASSIGNMENTS	1		1		
3.3.023	3014	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN	FE+3		FE+3		INCLUDES TRAVEL AUTHORIZATIONS, PARTICIPATION IN EDUCATIONAL PROGRAMS, WORKSHOPS, OR COLLEGE CLASSES; OR FOR OTHER WORK-RELATED ACTIVITIES FOR WHICH THE EXPENSES OF THE EMPLOYEE ARE REIMBURSED. TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.

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3.3.030	2157	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).	
3.4.007	1993	TIME OFF AND/OR SICK LEAVE REQUEST	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
3.4.007	2954	DAILY ABSENCE REPORTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
4.2.005	3238	PURCHASE VOUCHERS	FE+6 MO	2Y6MO	FE+3			05-537-351
4.7.012	2990	AUTHORIZED SIGNATURE FORMS	US+FE+3		US+FE+3			
5.1.015	1900	CORRESPONDENCE LOG BOOKS	1		1			

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