

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			

109 - LIBRARY AND INFORMATION SERVICES

1.1	283	ACCESSION RECORDS/GUIDE DUPLICATION APPROVALS (AV)	AC+10	AC+10	AC=ITEM REMOVED FROM CIRCULATION
1.1	284	CIRCULATION RECORDS (EOSI)	US	US	Vital Record.
1.1	309	INTERLIBRARY LOAN RECORDS (MRL)	AV	AV	
1.1	351	COLLECTION ANALYSIS RECORDS (AV)	US+3	US+3	
1.1	400	INVENTORY/SHELF LIST REPORTS	US	US	
1.1	461	PUBLICITY PLANS/ADVERTISEMENTS	AV	AV	
1.1	469	CLIENT FILES (FIC)	US	US	Vital Record. MAINTAINED IN ACCESS DATABASE.
1.1	1166	PUBLICATIONS MANAGEMENT PROGRAM FILES	AV	AV	
1.1	1789	AUDIOVISUAL DISTRIBUTOR INFORMATION AND CODE FILES (AV)	US	US	
1.1	1790	NATIONAL LIBRARY WEEK ACTIVITY PROJECT FILES	3	3	
1.1	1792	SUBSCRIPTION RENEWAL FILES (MRL)	AC	AC	AC=RENEWAL
1.1	1808	USER GROUP ANALYSIS RECORDS (AV)	US+3	US+3	
1.1	1818	VIDEO CONDITION ANALYSIS & HISTORY RECORDS (AV)	AC	AC	AC=REMOVAL FROM CIRCULATION

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ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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1.1	2630	OVERDUE NOTICES	AC	AC			AC=ITEM RETURNED OR REMOVED FROM COLLECTION.	
1.1	2665	CIRCULATION RECORDS (TEK DATA) (AV)	1	1			Vital Record.	
1.1	2667	SERIALS (EOSi)	US	US			Vital Record.	
1.1	2668	CATALOG (EOSi)	US	US			Vital Record.	
1.1	2914	JOURNAL SUBSCRIPTION SERVICE (MRL)	AV	AV				
1.1	2977	STATEMENT OF RESPONSIBILITY FILE (AV)	PM	PM			Vital Record.	
1.1	3019	PUBLICATION SHIPMENT RECORDS (AV)	AV	AV				
1.1	3021	DUPLICATION REQUESTS (AV)	AV	AV				
1.1	3064	PREVIEW EVALUATIONS (AV)	AV	AV				
1.1.007	2296	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	778	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			INCLUDES SOME E-MAIL.	

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1.1.013	5543	ITINERARY INFORMATION / DESK CALENDAR / APPOINTMENT BOOKS	CE+1	CE+1	R	ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.023	2226	ORGANIZATION CHARTS (RM)	US	US	A	
1.1.024	3866	PLANNING RECORDS	AC+3	AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.
1.1.038	5128	CUSTOMER SURVEYS	AC	AC		AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.048	5071	LIITGATION FILES (RM)	AC+1	AC+1	R	AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION OR ON MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT IN A LAWSUIT
1.1.057	1048	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	5519	MEETING MINUTES / NOTES - STAFF	1	1		

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1.1.065	344	REPORTS, STUDIES AND SURVEYS-RAW DATA	AV	AV					
1.1.067	1799	REPORTS & STUDIES (NON-FISCAL)	3	3	E	INCLUDES TITLE ACTIVITY REPORTS (AV).			
1.1.069	2683	REPORTS, EMPLOYEE ACTIVITY	1	1					
1.1.071	10	AGENCY RULES, POLICIES, AND PROCEDURES-WORKING FILES (RM)	AC+3	AC+3	R	Vital record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.			
1.2	248	HHS RECORDS MANAGEMENT WORK GROUP (RM)	AV	AV					
1.2	408	RECORDS MANAGEMENT PROJECTS (RM)	AV	AV		DOCUMENTATION OF PROJECTS AND CONSULTATION OUTSIDE OF RETENTION SCHEDULE REVIEW AND FORMAL TRAINING.			
1.2	1836	RECORDS STORAGE FEE SCHEDULES (RM)	FE+1	FE+1					
1.2	1843	ELECTRONIC RECORDS RULES COMPLIANCE FILES (RM)	AV	AV					
1.2.001	411	DESTRUCTION SIGN OFF SHEETS & RECORDS DESTRUCTION DISCLOSURE FORMS (RM)	FE+3	FE+3					
1.2.004	4960	FORMS INVENTORY LISTING	US	US					
1.2.005	412	RECORDS RETENTION SCHEDULES & SUPPORTING DOCUMENTATION (RM)	US	US					
1.2.006	4587	RECORDS TRANSMITTAL FORMS (RM)	AC+2	AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER.			

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1.2.008	414	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RM)	FE+3		FE+3			
1.2.010	429	RECORDS DISPOSITION LOGS (RM)	10		10			
1.2.011	449	RECORDS CENTER STORAGE APPROVAL FORMS (RM)	US		US			
1.2.012	451	RECORDS INVENTORY WORKSHEETS (RM)	US		US			
1.2.013	4310	PUBLICATIONS/FORMS CONTROL DATABASE	AC		AC		Vital Record. AC=WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED	
1.2.014	5768	RECORDS MANAGEMENT HANDBOOK (RM)	US+1		US+1			
1.3	1167	CHANGES TO PUBLICATIONS CATALOG	AV		AV			
1.3.001	1165	WEB PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE. WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE TO PUBLIC FOR AT LEAST SIX MONTHS. 13 TAC RULE 3.4(B). THEN RETAINED TO MEET THEIR RECORDS SERIES' RETENTION PERIOD OR THE PERIOD FOR PUBLICATIONS, WHICHEVER IS LONGER. REQUIRED NUMBER OF COPIES PRINTED AT HHS PRINTING ARE SENT TO CLEARINGHOUSE. IF OUTSIDE PRINTER, PROGRAM MUST SEND REQUIRED NUMBER OF COPIES TO HHS PRINTING FOR SUBMISSION TO CLEARINGHOUSE.	
1.3.001	2655	PUBLICATIONS - RECORD COPY	AC+2		AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE. COPIES SENT TO PUBLICATION CLEARINGHOUSE.	
1.3.002	1784	PUBLICATION AND WEBSITE DEVELOPMENT FILES	AV		AV	R	INCLUDES WEB SITE REQUIREMENTS CHECKLIST	

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2.1.011	1208	PUBLICATIONS ONLINE CATALOG AND ORDERING SYSTEM	AC	AC	AC	PART OF WEB CONTENT MANAGEMENT SYSTEM. AC=DISCONTINUANCE OF PUBLICATION OR FORM	
2.2.016	5962	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3	LA+3	Vital Record.	
3.1	6682	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC	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	3633	EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)	2	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	4629	PERFORMANCE APPRAISALS	AC+5	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	3467	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2	AC+2	AC=COMPLETION OF CLASS	
3.3.020	934	WORK SCHEDULES/ASSIGNMENTS	1	1	1		

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3.3.030	985	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).	
4.1	5651	COPYRIGHT PAYMENT INFORMATION (MRL)	FE+3	FE+3			
4.4	2976	INVOICE FILE	AC+2	AC+2		AC=INVOICE ISSUED. AFTER RETENTION IS MET, NOTATION IS ADDED TO CUSTOMER'S CIRCULATION RECORD IN EOS.	
4.7	466	GRANT QUERY SYSTEM	US	US		IN WEB CONTENT MANAGEMENT SYSTEM.	
5.1	2628	VENDOR AGREEMENTS FOR LICENSES AND SERVICES	AC+3	AC+3		Vital Record. AC=END OF AGREEMENT.	
5.1.004	4471	MAILING LISTS	US	US			
5.1.011	4472	FAX ACTIVITY REPORTS (AV)	AV	AV			
5.1.014	39	PUBLICATIONS MANAGEMENT/PRINTING SERVICES PROCEDURES	US+1	US+1			
5.1.015	4473	CORRESPONDENCE / PACKAGES TRACKING RECORDS	1	1		INCLUDES LONE STAR SHIPPING RECORDS.	
5.2.008	212	EQUIPMENT MAINTENANCE LOGS/HISTORY FILES	LA+3	LA+3			
5.2.010	5278	EQUIPMENT MANUALS	LA	LA			

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5.3.004	2670	ORDER - ACKNOWLEDGEMENTS (AV)	AV		AV		
5.3.005	734	PACKING SLIPS (AV)	AV		AV		INCLUDES AV LIBRARY PACKING SLIPS. KEEP NO MORE THAN 1 YEAR FROM RECEIPT.
5.4.011	3052	CUSTOMER PICK UP SHEETS (AV)	3		3		

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