

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			

625 - MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION

1.1	843	INSTITUTIONAL REVIEW BOARD RECORDS	3		3			
1.1.006	5846	COMPLAINT RECORDS	AC+2		AC+2		COMPLAINTS RECEIVED BY THE PUBLIC AND RECORDS PERTAINING TO THE RESOLUTION OF THE COMPLAINT. AC=FINAL DISPOSITION OF THE COMPLAINT.	
1.1.007	5110	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	1173	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
1.1.013	1690	DESK CALENDARS/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.	
1.1.020	5847	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST FULFILLED	
1.1.021	5848	PUBLIC INFORMATION REQUESTS - EXEMPTED	AC+2		AC+2		AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT	
1.1.023	1688	ORGANIZATION CHARTS	US		US	A		

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1.1.024	5852	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS. (DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.)	
1.1.038	5849	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.	
1.1.057	3703	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	1659	STAFF MEETING MINUTES	1		1			
1.1.064	1695	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE+1	2	FE+3		Vital Record.	
1.1.066	4159	REPORTS - ANNUAL AND BIENNIAL AGENCY (NON-FISCAL) (MHMR LEGACY AGENCY)	AC	6	AC+6	A	AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. (REMOVE FROM SCHEDULE WHEN RECORDS SENT TO STATE ARCHIVES APPROXIMATELY 9/1/11)	
1.1.066	5550	ANNUAL NARRATIVE REPORT (MHMR LEGACY AGENCY)	AC	6	AC+6	A	AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEAR.	05-537-429
1.1.067	5850	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.	

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1.1.068	1706	REPORTS ON PERFORMANCE MEASURES	AC+1	5	AC+6		AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS.
2.2.016	5999	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.
3.1	6724	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. BEGINNING 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	1685	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.
3.1.019	1038	PEFORMANCE 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	1067	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.

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3.1.037	3642	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.	
3.4.004	1036	OVERTIME AUTHORIZATIONS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
3.4.007	5845	TIME OFF AND SICK LEAVE REQUEST / DAILY ABSENCE REPORTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
4.5.003	5542	ANNUAL FINANCIAL REPORT (MHMR LEGACY AGENCY)	AC	6	AC+6		AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEAR.	

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