

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			

603 - PHARMACY BRANCH

1.1	2150	DRUG DESTRUCTION SIGN-OFFS	FE+3	FE+3			OUTDATED & SPOILED OR OTHERWISE UNUSABLE DRUGS	
1.1.007	3345	CLASS D PHARMACIES (CORRESPONDENCE) (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	3347	PHARMACY CORRESPONDENCE-ADMIN (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	5676	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			INCLUDES SOME E-MAIL.	
1.1.014	5679	LEGAL OPINION & ADVICE	AV	AV	R			
1.1.038	2144	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.	
1.1.043	2145	TRAINING MATERIALS	US+1	US+1				

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ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist  
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1.1.053	2141	REGISTRATION LOGS	AC	AC			AC=REPORT FILED WITH THE TEXAS ETHICS COMMISSION. USED TO REGISTER PERSONS APPEARING BEFORE STATE AGENCIES	
1.1.055	4600	STRATEGIC PLAN	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	711	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.	
1.1.070	2235	RULES AND REGULATIONS- FINAL	AC+3	AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	3356	POLICY & PROCEDURES MANUAL- FINAL	AC+3	AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	5891	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.004	3330	FORMS INVENTORY	US	US				

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2.1.007	3185	SOFTWARE PROGRAMS - PHARMACY INVENTORY CONTROL SYSTEM (PICS)	AC		AC		Vital Record. DOES NOT INCLUDE COMMERCIALY AVAILABLE SOFTWARE PROGRAMS. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94
2.2.016	5997	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.
3.1	6720	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	1328	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.
4.4.001	3354	GENERAL LEDGER (MAINTAIN DISTRIBUTION & INVENTORY BALANCE OF DRUG STOCK)	FE+3		FE+3		Vital Record. MAINTAINED ELECTRONICALLY, BUT ALSO INCLUDES HARD COPIES OF BATCH RECORDS FOR QUALITY ASSURANCE.
5.1.004	3327	REGION & COUNTY LISTS (MAILING ADDRESS & PHONE NUMBERS)	US		US		
5.1.004	3351	CLASS D PHARMACY MAILING LIST	US		US		

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5.1.012	3710	PRICE LISTS (INCLUDES RABIES SLIDING SCALE, RABIES REIMBURSEMENT UPDATES, & CLASS 270 COMMODITY CODE BOOK)	US+3		US+3			
5.1.015	5116	CORRESPONDENCE/PACKAGES TRACKING RECORDS	1		1			
5.2	3359	TEMPERATURE CHARTS FOR REFRIGERATION EQUIPMENT	FE+1		FE+1			
5.2.014	3352	INVENTORY, ANNUAL PHYSICAL (DRUG)	FE+3		FE+3		Vital Record.	
5.2.023	3355	AUTOMATED INVENTORY - YEAR-TO-DATE (ACTIVITY (INCLUDES RABIES VACCINE, HUMAN RABIES IMMUNE GLOBULIN FORM C-69, REQUISITIONS, BILLS OF LADING AND RECEIVING REPORTS)	FE+3		FE+3		Vital Record. PHARMACY INVENTORY CONTROL SYSTEM	
5.3.004	4357	SHIPPING ACKNOWLEDGEMENTS	AV		AV			
5.4.012	3320	SECURITY ACCESS RECORDS:INCLUDES SIGNATURE AUTHORIZATIONS AND ACCESS LOGS	AC+2		AC+2		Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	
5.4.013	3113	DISASTER RECOVERY PLAN	US		US		Vital Record.	

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