

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			

600 - DIVISION FOR REGULATORY SERVICES

1.1	6138	PUBLIC COMMENTS TO PROPOSED RULES	AC+1	AC+1			AC=DATE OF PUBLICATION IN TEXAS REGISTER
1.1	6152	PUBLIC INFORMATION REQUESTS DETAIL	2	2			
1.1.002	2456	AUDITS	AC+7	AC+7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.006	3136	COMPLAINT FILE/TECHNICAL ASSISTANCE	AC+2	AC+2			Vital Record. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	4531	COMPLAINT FILES	AC+2	AC+2			AC= FINAL DISPOSITION OF COMPLAINT
1.1.007	688	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	1323	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			INCLUDES SOME E-MAIL.
1.1.010	5411	GENERAL OFFICE PROCEDURES/DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1	US+1			

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ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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1.1.013	6157	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	6153	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	3160	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2			AC=DATE OF DENIAL OF REQUEST
1.1.024	4755	PLANNING RECORDS (BOUND VOLUMES, AUDIOVISUALS)	AC+3	AC+3		R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS
1.1.040	1002	SPEECHES AND PAPERS	AC	AC		R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.057	1322	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.
1.1.067	1621	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	696	REPORTS, EMPLOYEE (ACTIVITY OR WORKLOAD MONITORING)	1	1			

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1.1.070	6155	AGENCY RULES, POLICIES, AND PROCEDURES-FINAL	AC+3	AC+3		R	Vital record. INCLUDES POLICY LETTERS AND STANDARD OPERATING PROCEDURES. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	6156	AGENCY RULES, POLICIES, AND PROCEDURES-WORKING FILES	AC+3	AC+3		R	Vital record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
2.2.016	5996	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3			Vital Record.
3.1	857	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	6717	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	2181	EMPLOYEE COUNSELING NOTES	AC+3	AC+3			AC=TERMINATION OF COUNSELING
3.1.014	1324	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.

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3.1.019	1326	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	1764	POSITION DESCRIPTIONS	AC+4	AC+4	Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.037	1536	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.
3.2	1367	PAYROLL WARRANT LISTINGS	FE+5	FE+5	
3.3	1612	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2	AC= COMPLETION OF CLASS
3.3.023	1611	REIMBURSABLE ACTIVITIES, REQUESTS TO ENGAGE IN	FE+3	FE+3	TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.4.004	4978	OVERTIME AUTHORIZATION	FE+5	FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.
4.2.005	6154	PURCHASE VOUCHERS	FE+3	FE+3	
4.3	4615	PROGRAM & REGIONAL BUDGET & EXPENDITURES JOURNALS	FE+3	FE+3	

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5.1.004	687	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US			
5.1.015	689	CORRESPONDENCE LOGBOOKS	1		1			
5.2.016	5831	INVENTORY SYSTEM UPDATE LISTINGS	AC		AC		AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING	
5.3	2969	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3			
5.6.003	6165	INSPECTION, REPAIR AND MAINTENANCE RECORDS - VEHICLES	LA+1		LA+1			
5.6.005	5834	VEHICLE USE REPORTS-OPERATION LOGS	FE+3		FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.	
5.6.005	6166	VEHICLE USE REPORTS	FE+3		FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	

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