

State of Texas
Records Retention Schedule

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

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X RECERTIFICATION
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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			

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	3832	QUALITY ASSURANCE (PATIENTS)	2		2		QA RECORDS FOR PATIENT TESTING (INCLUDES INSTRUMENT MAINTENANCE RECORDS AND QC, REAGENT QC, TEST LOGS, QA LOGS, PHONE LOGS, PROFICIENCY TESTS, TEMPERATURE LOGS, INSTRUMENT CALIBRATIONS).	
	6592	WORKSHEETS (PATIENTS)	2		2		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT.	
	6602	WORKSHEETS (WATER)	5		5		CONTAINS RAW DATA FROM ANALYSIS FOR MICRO TESTING SUPPORTING DATA AS DETERMINED BY TECHNICAL MANAGER, QA OFFICER/BRANCH MANAGER.	
	6603	REPORTS (WATER-MICRO)	5		5		TCEQ/TNI CERTIFICATION OF WATER LABORATORIES.	
	6635	QUALITY ASSURANCE (WATER)	3	2	5		TNI REQUIREMENT.	
	6644	WORKSHEETS (TB)	5		5			
	6646	QUALITY ASSURANCE (TB)	5		5			
	6779	WORKSHEETS (SELECT AGENT)	7		7		RETENTION BASED ON FEDERAL STATUTE OF LIMITATIONS FOR PROSECUTION.	
	6780	QUALITY ASSURANCE (SELECT AGENT)	7		7		RETENTION BASED ON FEDERAL STATUTE OF LIMITATIONS FOR PROSECUTION.	
1.1	6593	LAB TESTING SUPPLY ORDER REQUESTS	FE+1		FE+1			
1.1	6605	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)	

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1.1	6606	RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6	AC+6			AC=DATE OF DISCLOSURE. 45 CFR 164.530 (j)(1)-(2). MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE.
1.1	6607	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6	6			45 CFR 164.530 (j)(1)-(2)
1.1	6608	ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6	AC+6			45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	6609	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1	AC+1			AC=DATE RECORD AMENDED OR REQUEST FILLED.
1.1	6610	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6	AC+6			45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1.006	6611	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6	AC+6			45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	6612	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. LETTERS DEVELOPMENT OF AGENCY POLICY & PROCEDURES. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.008	6613	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			LETTERS W/ROUTINE MATTERS. INCLUDES SOME E-MAIL.

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1.1.038	6594	CUSTOMER SURVEYS AND RESULTS	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	6595	TRAINING MATERIALS	US+1	US+1			(Instruction materials developed by an agency for training entities or individuals it regulates or serves. Not internal training materials.)
1.1.057	6614	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	6616	MEETING MINUTES / STAFF NOTES	2	2			STAFF MEETINGS WILL CONTAIN SOME QA REPORTS/NEED TO KEEP 2 YEARS FOR CLIA
1.1.067	6617	REPORTS AND STUDIES (NON-FISCAL)	3	3	R		INTERNAL REPORTS AND REPORTS SUBMITTED TO OTHER AGENCIES. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
1.1.070	6618	POLICIES AND PROCEDURES MANUALS- FINAL	AC+3	AC+3	R		Vital Record. AGENCY'S POLICIES & OPERATING PROCEDURES; MANUALS CONTAINING TESTING INFORMATION THAT HAS BEEN CHANGED OR DISCONTINUED. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

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1.1.070	6619	POLICIES AND PROCEDURES (SCIENTIFIC) - FINAL	AC+3	AC+3	R	Vital Record. AGENCY'S POLICIES & OPERATING PROCEDURES; MANUALS CONTAINING TESTING INFORMATION THAT HAS BEEN CHANGED OR DISCONTINUED. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	6620	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	5976	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		Vital Record.
3.1	6697	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.
3.1.001	6621	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	2	2		MAY CONTAIN CONFIDENTIAL INFORMATION. CAPPS ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.014	6622	EMPLOYMENT SELECTIONS - INCLUDING INTERVIEW NOTES, DOCUMENTATION OF SELECTION PROCESS; APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2	2		Vital Record maintainted by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.
3.1.023	6597	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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3.1.027	6596	TRAINING & EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL)	AC+5	AC+5		Vital Record for Hospitals. INCLUDES COMPETENCY ASSESSMENT; TRAINING; CONTINUING EDUCATION. AC=TERMINATION OF EMPLOYMENT.
3.3.023	6624	TRAVEL AUTHORIZATION REQUESTS	FE+3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.
3.3.030	6582	SAFETY TRAINING (NON-HAZARDOUS)	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).
5.1.012	6586	PRICE LIST	US+3	US+3		
5.2	6587	WORK ORDERS (COMPLETED)	2	2		DOES NOT INCLUDE WORK ORDERS FOR TESTING EQUIPMENT MAINTENANCE. TESTING EQUIPMENT WORK ORDERS FOUND IN RELEVANT QUALITY ASSURANCE RECORD SERIES.
5.2.010	6627	EQUIPMENT MANUALS	LA+2	LA+2		CAP REQUIREMENT IS 2 YEARS PAST THE RETIREMENT OF THE EQUIPMENT.
5.2.014	6598	INVENTORY - ANNUAL PHYSICAL	FE+3	FE+3		
5.4	6600	FORMALDEHYDE ENVIRONMENTAL MONITORING	10	10		
5.4	6628	SAFETY INSPECTIONS, CERTIFICATES OF CERTIFICATION OF BIOLOGICAL HOODS	30	30		TO MEET THE REQUIREMENTS OF OSHA
5.4.003	6629	INSPECTION RECORDS	AC+3	AC+3		AC=INSPECTION OF DATE OF THE CORRECTION OF THE DEFICIENCY, IF THE INSPECTION REPORT SHOWS DEFICIENCY.

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5.4.007	6589	SAFETY TRAINING - HAZARDOUS MATERIALS	5	5	HEALTH & SAFETY CODE 502.009 (g)
5.4.009	3816	LABORATORY WORK PLACE CHEMICAL LIST	30	30	Vital Record. HEALTH & SAFETY CODE 502.005(d) REQUIRES THIS LIST FOR AMOUNTS OF CHEMICALS OVER 55 GALLONS, 500 POUNDS OR IN EXCESS OF CERTAIN AMOUNTS FOR CERTAIN HIGHLY TOXIC OR DANGEROUSLY HAZARDOUS CHEMICALS.
5.4.010	6631	MATERIAL SAFETY DATA SHEETS (MSDA)	AC	AC	AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED.

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