

State of Texas
Records Retention Schedule

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION
 X RECERTIFICATION
 ___ REPLACEMENT PAGE
 ___ ADDENDUM PAGE
 10. 106 No.

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
508 - TB/HIV/STD EPIDEMIOLOGY AND SURVEILLANCE BRANCH							
	737	HIV AIDS REPORTING SYSTEM - (eHARS) (database)	AV		AV		Vital Record.
	750	ADULT SPECTRUM OF DISEASE - DATABASE	AV		AV		Vital Record.
	760	PEDIATRIC SPECTRUM OF DISEASE - DATABASE	AV		AV		Vital Record.
	763	SYPHILIS REGISTRY-DATABASE	AV		AV		Vital Record.
	765	CONGENITAL SYPHILIS - DATABASE	AV		AV		Vital Record.
	766	STD MORBIDITY REPORTS - DATABASE	AV		AV		Vital Record.
	770	SURVEY OF CHILDBEARING WOMEN-DATABASE	AV		AV		Vital Record.
	772	HIV FAMILY OF SURVEYS - DATABASE	AV		AV		Vital Record. LAST SURVEY PRIOR TO 1999.
	5554	TB PAM DATABASE	AV		AV		
	6172	GRANT APPLICATIONS - DENIED	AC	1	AC+1		AC=DATE APPLICATION DENIED
	6216	BEHAVIORAL SURVEILLANCE DATABASE	AV		AV		
	6217	HIV INCIDENCE DATABASE	AV		AV		INCLUDES VARHS.
	6218	MEDICAL MONITORING PROJECT (MMP) DATABASE	AV		AV		
	6219	ENHANCED PERINATAL SURVEILLANCE DATABASE	AV		AV		PROJECT ENDED DECEMBER 2011.
	6220	ELECTRONIC LAB DATABASE	AV		AV		
	6221	BEHAVIOR DOCUMENTS	AV		AV		INCLUDES NHBS DOCUMENTS.
	6222	INCIDENCE DOCUMENTS	AV		AV		INCLUDES VARHS DOCUMENTS

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ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total					
508 - TB/HIV/STD EPIDEMIOLOGY AND SURVEILLANCE BRANCH										
	6223	CASES OF PUBLIC HEALTH IMPORTANCE FORMS (COPHI)	AV		AV					
	6224	ELECTRONIC LAB PAPER FORMS	AV		AV			COPIES OF TEST RESULTS FROM LABORATORIES.		
	6242	SUPPLEMENT TO HIV AIDS SURVEILLANCE DOCUMENTS	AV		AV			INCLUDES ALL SUPPLEMENTAL PROJECTS.		
	6243	SUPPLEMENT TO HIV AIDS SURVEILLANCE (SHAS) - DATABASE	AV		AV			Vital Record		
	6244	MEDICAL MONITORING PROJECT (MMP) - DOCUMENTS	AV		AV					
1.1	549	TUBERCULOSIS CASE REGISTRY RECORDS	AC+3		AC+3			AC=INITIAL DATA ENTRY IN SURVEILLANCE DATABASE. INCLUDES COMMUNICABLE DISEASE SURVEILLANCE FORMS (TUBERCULOSIS); TEXAS REFUGEE HEALTH ASSESSMENT; ALIEN A & B WAIVERS. Record copy is located in the regions. Central office has a convenience copy.		
1.1	6173	STATE GRANT INFORMATION	AC+3		AC+3			AC=COMPLETION OF GRANT		
1.1	6175	CONTRACT SITE VISIT REVIEWS AND CONTRACTOR MONITORING	AC+3		AC+3			AC=180 DAYS AFTER DATE OF SITE VISIT REPORT LETTER. CONTRACTOR SITE VISIT REPORTS AND OTHER PERTINENT DOCUMENTATION RELATING TO MONITORING OF CONTRACTORS; SUBJECT TO AUDIT.		
1.1.006	6176	COMPLAINT FILES	AC+2		AC+2			AC=INVESTIGATED AND CLOSED		
1.1.007	6177	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	6178	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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ARCHIVAL CODES (Field 8) VITAL Record (Include in Field 9)

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Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage		
508 - TB/HIV/STD EPIDEMIOLOGY AND SURVEILLANCE BRANCH						
1.1.013	6179	CALENDARS/APPOINTMENT BOOKS	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.
1.1.014	6180	LEGAL OPINIONS AND ADVICE	AV		AV	R
1.1.020	6181	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	6182	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2	AC=DATE OF DENIAL OF REQUEST
1.1.024	6183	PLANNING RECORDS	AC+3		AC+3	A AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS; ARCHIVAL CODE AUTHORIZED SUBSEQUENT TO APPRAISAL BY THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.
1.1.040	6185	CONFERENCE/PUBLICATION PAPERS	AC		AC	R AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	6186	TRAINING MATERIALS	US+1		US+1	
1.1.057	6187	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.
1.1.065	4488	DISEASE SURVEILLANCE-CONGENITAL SYPHILIS CASE REPORTS	PM		PM	Vital Record. REQUIRES PERMANENT RETENTION FOR MEDICAL RESEARCH PURPOSES.

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 ___ ADDENDUM PAGE
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508 - TB/HIV/STD EPIDEMIOLOGY AND SURVEILLANCE BRANCH							
1.1.065	4489	DISEASE SURVEILLANCE-CHANCROID, CHLAMYDIA TRACHOMATIS INFECTION, GONORRHEA, AND SYPHILIS (NON-CONGENITAL) CASE REPORTS	AC+1		AC+1		Vital Record. AC=DATE ELECTRONICALLY ENTERED INTO SURVEILLANCE SYSTEM; SHRED IN HOUSE
1.1.065	4493	DISEASE SURVEILLANCE-HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND AIDS CASE REPORTS (CHILDREN ONLY)	AC+2		AC+2		Vital Record. AC=DATE ELECTRONICALLY ENTERED INTO SURVEILLANCE SYSTEM. SHRED IN HOUSE
1.1.065	4494	DISEASE SURVEILLANCE-HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND AIDS CASE REPORTS (ADULTS ONLY)	AC+2		AC+2		Vital Record. AC=DATE ELECTRONICALLY ENTERED INTO SURVEILLANCE SYSTEM; SHRED IN HOUSE. INCLUDES DEATH REPORTS.
1.1.065	6188	MISCELLANEOUS PROGRAM EVALUATION DATA COLLECTION FORMS--REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV		AV=DETERMINED BY PROGRAM
1.1.066	4384	TUBERCULOSIS ANNUAL REPORT	PM		PM	A	REPORT NEEDED PERMANENTLY TO ADDRESS RESPONSES TO QUESTIONS FROM THE PUBLIC, LOCAL HEALTH DEPARTMENTS, UNIVERSITIES, OR OTHERS DOING RESEARCH ON TUBERCULOSIS.
1.1.067	6189	REPORTS, CONSULTANTS AND COMMITTEES	3		3	R	
1.1.069	6190	REPORT, EMPLOYEE	1		1		REPORTS COMPILED BY STAFF ON A DAILY OR PERIODIC BASIS PERTAINING TO WORKLOAD MONITORING, TASK COMPLETION TIMES, NUMBER OF PUBLIC CONTACTS, ETC.
1.1.070	713	RULES, POLICIES, PROCEDURES - FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	5556	TB MANUAL - FINAL	AC+3		AC+3		Vital record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. INCLUDES ALL TB RULES, POLICIES AND PROCEDURES FOR THIS BRANCH'S ACTIVITIES.
1.1.071	776	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

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1.2.003	815	FORMS HISTORY FILE	AC+1		AC+1		AC=DISCONTINUANCE OF USE OF FORM	
2.2.016	5991	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.	
3.1	6712	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	6192	INTERVIEW AND SELECTION NOTES, INCLUDES APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		Vital Record maintained in CAPPs only.. MAY CONTAIN CONFIDENTIAL DATA. Send all records to CAPPs. CAPPs HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.	
3.1.019	6193	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.	
3.3	6198	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS.	
3.3.020	6199	WORK SCHEDULE/ASSIGNMENTS	1		1		WORK, DUTY, SHIFT, CREW OR CASE SCHEDULES, ROSTERS, OR ASSIGNMENTS	
3.3.023	6200	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.	

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3.4.004	6201	OVERTIME AUTHORIZATION	FE+5	FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
4.7.008	6204	FEDERAL GRANT INFORMATION	AC+3	AC+3	Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
5.1.001	6205	FEDERAL GRANT APPLICATIONS AND CONTRACTS	AC	7	AC+7	Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS (120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498; 05-537-383; 05-537-483
5.2.011	6208	EQUIPMENT WARRANTIES	AC+1	AC+1	AC=EXPIRATION OF WARRANTY	

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