

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			

604 - VITAL STATISTICS UNIT

147	MORTALITY REPORTS BY RESIDENCE AND OCCURRENCE	PM		PM	R	Vital Record. INCLUDES CAUSES OF DEATH. USED FOR HISTORICAL PURPOSES	
986	FETAL DEATH CERTIFICATES	PM		PM		Vital Record. CERTIFICATES ARE MICROFILMED AFTER 1 MONTH SEE #1830	
987	APPLICATION FOR MARRIAGE LICENSE	PM (copy)	PM (M)	PM		Vital Record. RECORD MAY INCLUDE AFFIDAVIT OF ABSENT APPLICANT WHERE APPLICABLE. INCLUDES MICROFILM; USED FOR HISTORICAL RESEARCH; PAPER IS MICROFILMED AND THEN DESTROYED, MICROFILM IS RETAINED PERMANENTLY.	05-537-138 (microfilm)
989	STATISTICAL REPORT OF BIRTHS/FETAL DEATHS	3		3		Vital Record.	
1045	REPORTS OF DIVORCE OR ANNULMENT OF MARRIAGE	PM	PM	PM		INCLUDES MICROFILM. PAPER IS DESTROYED AFTER MICROFILMING. MICROFILM IS RETAINED PERMANENTLY.	05-537-327
1046	INDEXES FOR BIRTHS AND DEATHS	PM		PM		Vital Record. INCLUDES MICROFICHE. PRIOR TO 1999 THESE RECORDS WERE CONSIDERED CONFIDENTIAL. IN 1999 STATE LAW MADE THEM AN OPEN RECORD.	
1049	INDEXES FOR MARRIAGES, DIVORCES	PM		PM		Vital Record. COMPUTER OUTPUT; MICROFILM	
1050	INDEXES FOR GENEALOGICAL RECORDS, IRREGULARS, SERVICE DEATHS, MILITARY SERVICE RECORDS	PM		PM			
1051	ADMINISTRATIVE RECORDS - OFFICIAL FILES ON ADOPTIONS,	PM		PM		Vital Record. RULE 47A, ART. 4477.RCS	

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	MO - Months
AV - As Long As Administratively Valuable	FE - Fiscal Year End	DA -Days
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ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist
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1052		DOCUMENTATION FOR FILING APPLICATIONS TO AMEND CERTIFICATES OF BIRTH & DEATH	2		2		Vital Record.	
1053		CANCELLATION FILES FOR BIRTH, DEATH, AND FETAL DEATH CERTIFICATES	PM		PM			
1054		EVIDENCE FOR FILING DELAYED CERTIFICATE OF BIRTH	PM	PM	PM		Vital Record.	13-537-568
1056		DISINTERMENT PERMITS	PM		PM		Vital Record. INCLUDES MICROFILM. AFTER 5 YEARS, PAPER IS MICROFILMED & PAPER IS DESTROYED.	
1059		SUPPLEMENTARY EVIDENCE FILE (BIRTHS)	AC+3		AC+3		Vital Record. AC=EVIDENCE VERIFIED AND CORRESPONDING RECORDS ARE UPDATED.	
1118		UNCLAIMED DOCUMENTS	1		1			
1127		VOIDED BIRTH AND DEATH CERTIFICATES	1 MO		1 MO		RETENTION PERIOD RECOMMENDED BY STATE AUDITOR - PROCEDURE, INTERNAL AUDIT AND PROGRAM MAKES MONTHLY RECONCILIATIONS	
1131		NATIONAL CENTER FOR HEALTH STATISTICS TRANSMITTAL REPORT	CE+1		CE+1			
1141		CERTIFICATES OF BIRTH (INCLUDES AMENDMENTS OR CHANGES)	PM	PM (M)	PM		Vital Record. USED FOR HISTORICAL RESEARCH. MICROFILM AND PAPER KEPT PERMANENTLY.	05-537-040 (microfilm)
1142		CERTIFICATES OF DEATH (INCLUDES CHANGES)	PM	PM	PM		Vital Record. USED IN HISTORICAL RESEARCH. SEE #1043, MICROFILM AND PAPER KEPT PERMANENTLY.	05-537-186 (microfilm)
1143		BIRTH & DEATH CERTIFICATE AMENDMENT APPLICATIONS	PM		PM		Vital Record. SEE #1831	

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1170	CAUSE OF DEATH UPDATES AND LISTINGS	CE+1		CE+1		PENDING LISTINGS, QUERY TRACKING CHARTS	
1172	CAUSE-OF-DEATH LISTINGS (AS REQUESTED BY PROGRAMS)	AV		AV			
1174	CODING EDIT INFORMATION	2		2			
1175	OUT OF STATE BIRTH-DEATH CERTIFICATES	3		3		RETAINED PER AGREEMENT BETWEEN THE STATES	
1176	VERIFICATION SHEETS	1		1			
1177	INFORMATION FILES	AV		AV			
1179	PREMATURE DEATH FILE	AV		AV			
1183	TEXAS VITAL STATISTICS CODING FORMATS	US		US		Vital Record.	
1190	HEALTH, SOCIAL, EDUCATION AND GENETIC HISTORY REPORTS (HSEGH)	0	99	99		Vital Record. ORIGINAL HELD AT STATE RECORDS CENTER; DUPLICATE HELD IN AGENCY.	05-537-297
1192	MONTHLY VITAL STATISTICS REPORTS	AC+3		AC+3		EXCHANGE AGREEMENT WITH OTHER AGENCIES - SUMMARIZED IN ANNUAL REPORT. AC=DATE OF ANNUAL REPORT	
1202	NATIONAL DEATH INFORMATION	5		5			
1211	DIRECTORS ACTIVE WORKING FILES	AV		AV			
1213	STATISTICAL SERVICES OPERATIONS	AV		AV		Vital Record.	

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1223	COUNTY MEETING DATA		FE+2		FE+2			
1234	VITAL STATISTICS COOPERATIVE PROGRAM FILES		AV		AV		Vital Record.	
1236	INFANT DEATH FILES (DEATHS UNDER ONE YEAR)		CE+1		CE+1		WORKING LISTS FOR BIRTH/INFANT DEATH MATCHING	
1249	CHILD FATALITY REVIEW REPORTS		PM		PM			
1253	TEXAS LIVE BIRTH REPORTS BY RESIDENCE AND OCCURRENCE		US		US		Vital Record. REPORT PRINTED ON-DEMAND FROM B_STAT DATABASE. INCLUDES LIVE BIRTH DETAIL TABULATIONS, OTHER BIRTH DATA USED FOR HISTORIAL PURPOSES	
1254	CYCLIC CHILD DEATH RECORDS		1		1		Vital Record.	
1255	SUPPLEMENTAL EVIDENCE FILES (SUSPECTED FRAUD)		PM		PM			
1256	SUITS AFFECTING THE FAMILY RELATIONSHIP FORMS		PM(copy)	PM(M)	PM		Vital Record. INCLUDES MICROFILM. PAPER IS MICROFILMED AND THEN DESTROYED, MICROFILM IS RETAINED PERMANENTLY.	05-537-355 (microfilm)
1830	FETAL DEATH CERTIFICATES		PM (copy)	PM (M)	PM		Vital Record. USED IN HISTORICAL RESEARCH SEE #986.	05-537-185 (microfilm)
1831	BIRTH & DEATH CERTIFICATE AMENDMENT APPLICATIONS		1		1			
2877	BIRTH CERTIFICATE, MEDICAL INFORMATION SECTION		AC	30 MO	AC+30 MO		Vital Record. AC=AFTER OFFICIAL BIRTH CERTIFICATE IS ESTABLISHED.	05-537-070

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2988	ADOPTION RECORDS (TEXAS FAMILY CODE)		PM	PM	PM		MASTER IS STORED AT THE STATE RECORDS CENTER.	05-537-292
2996	VOLUNTARY ADOPTION REGISTRY APPLICATIONS		99		99		Vital Record.	
3001	ACKNOWLEDGEMENT OF PATERNITY		PM	PM	PM		Vital Record.	14-537-575
3002	ADOPTION CASE RECORDS (CLOSED AGENCIES)		PM	PM	PM		INCLUDES MICROFILM; MICROFILM MASTER IS STORED AT THE STATE RECORDS CENTER. PAPER RECORDS STORED AT DSHS WAREHOUSE	05-537-291
4518	PROBATE OBITUARY DEATHS		PM	PM (M)	PM		Vital Record. DEATH CERTIFICATES WHICH WERE FILED LATER THAN AT THE TIME OF DEATH. PAPER IS MICROFILMED. PAPER & MICROFILM ARE RETAINED PERMANENTLY. MASTER FILM STORED AT SRC.	05-537-340
4519	FOREIGN DEATHS		PM	PM (M)	PM		Vital Record. DEATH CERTIFICATES OF TEXAS RESIDENTS WHERE THE LOCATION OF DEATH WAS OUTSIDE OF UNITED STATES. PAPER IS MICROFILMED; PAPER & MICROFILM ARE RETAINED PERMANENTLY. MASTER FILM STORED AT SRC.	05-537-341
4532	PROBATE DELAYED BIRTHS		PM	PM (M)	PM		Vital Record. BIRTH CERTIFICATES WHICH WERE FILED LATER THAN AT THE TIME OF BIRTH. PAPER IS MICROFILMED; PAPER & MICROFILM ARE RETAINED PERMANENTLY. MASTER FILM STORED AT SRC.	05-537-342
5094	ADMINISTRATIVE RECORDS - OFFICIAL FILES ON LEGITIMATIONS		6 MO	59Y6MO	60		Vital Record. RULE 47A, ART.4477.RCS	05-537-181
5095	ADMINISTRATIVE RECORDS - OFFICIAL FILES ON LEGAL CHANGES OF NAME		AC	75	AC+75		Vital Record. RULE 47A, ART.4477.RCS. AC=DEATH OF INDIVIDUAL	

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		604 - VITAL STATISTICS UNIT						
	5758	BIRTH QUERY LISTINGS & LOGS	CE+1	CE+1			GENERAL (ANENCEPHALY), LOW BIRTH WEIGHT, MULTIPLE BIRTHS	
	5762	DPS TRAFFIC DEATH REPORTS	CE+6 MO	CE+6 MO			MEMO TO RECORDS RECEIVING	
	5765	TABULAR LISTING OF SPECIAL CAUSES	PM	PM			Vital Record. INCLUDES CAUSES OF DEATH, MANUAL PULLS, USED FOR HISTORICAL RESEARCH	
1.1	90	DATA QUALITY WEEKLY REPORT	CE+1	CE+1			WORKLOAD PROGRESS	
1.1	94	NOSOLOGY WEEKLY REPORTS	CE+1	CE+1			WORKLOAD PROGRESS	
1.1	110	INTERSTATE TRANSCRIPT EXCHANGE AGREEMENT	CE+1	CE+1				
1.1	779	REQUEST FOR CORRECTION TO TRANSMITTED DATA	AV	AV			Vital Record.	
1.1	1156	NCHS CODE CONVERSION TABLES	US+5	US+5				
1.1	1158	INDUSTRY AND OCCUPATION CODING INFORMATION	US+5	US+5				
1.1	1159	NOSOLOGY GUIDELINES (CLASSIFICATION OF DISEASE)	US	US				
1.1	1195	COMPLETED DATA REQUEST FORMS	CE+3	CE+3			RELATES TO KEY PERFORMANCE MEASURES	
1.1	1197	CORPD DOCUMENT FILE (RESEARCH STUDIES)	AC+5	AC+5			Vital Record. CORPD=COMMITTEE ON REQUESTS FOR PERSONAL DATA. AC=EXPIRATION DATE OF RESEARCH REQUEST	
1.1	1226	BIRTH/DEATH/FETAL DEATH PRESENTATION SLIDES	US+1	US+1				

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1.1	5767	REPORT OF KEY PERFORMANCE MEASURES	CE+3	CE+3			MONTHLY REPORT	
1.1.002	936	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.	
1.1.004	938	BIENNIAL BUDGET REQUESTS	AC+6	AC+6	A		AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.	
1.1.006	1063	COMPLAINT FILE	AC+2	AC+2			AC=FINAL DISPOSITION OF THE COMPLAINT	
1.1.007	939	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. INCLUDES NCHS CORRESPONDENCE. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	940	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			INCLUDES SOME E-MAIL.	
1.1.010	941	DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1	US+1			(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	
1.1.013	942	ITINERARY INFORMATION	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.	

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1.1.014	944	LEGAL OPINIONS AND ADVICE	AV	AV	R		
1.1.020	6813	SUBPOENAS (DSHS IS NOT A PARTY TO THE LITIGATION)	AC+1	AC+1		AC=DATE OF DSHS' RESPONSE TO THE SUBPOENA IN THE FORM OF COMPLETED QUESTIONS AND RESPONSIVE DOCUMENTS, AFFIDAVITS OF NO RECORDS, OR, IN THE CASE OF WITNESS SUBPOENAS, THE DATE ON WHICH DSHS EMPLOYEE APPEARED AS A WITNESS.	
1.1.023	1069	ORGANIZATION CHARTS-AGENCY COPY	US	US	A		
1.1.024	946	PLANNING RECORDS	AC+3	AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.027	948	PROPOSED LEGISLATION	AV	AV			
1.1.040	950	REPORTS, CONFERENCE	AC	AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	1225	BVS CERTIFICATE TRAINING	US+1	US+1			
1.1.057	1262	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.	
1.1.058	945	MEETING MINUTES	PM	PM	A	Vital Record.	
1.1.062	1224	ANNUAL VITAL STATISTICS CONFERENCE RECORDS (INCLUDING EXHIBITS)	2	2	A		

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1.1.064	1723	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3	FE+3		Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.
1.1.065	1154	NCHS QUALITY CONTROL	AV	AV		SAMPLES, REJECTS, COMPARISONS AND RARE CAUSES
1.1.065	1194	DATA TABULATIONS	AV	AV		RAW DATA, SPSS RUNS, PROJECT DEVELOPMENT, MICROFILM LOGS.
1.1.065	1259	BIRTH, DEATH, FETAL DEATH, MARRIAGE, & DIVORCE EDITS	AV	AV		
1.1.067	949	REPORTS & 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	85	NOSOLOGY ACTIVITY REPORTS	1	1		CYCLE INPUT SHEETS; EMPLOYEE WEEKLY REPORTS
1.1.069	1153	CODING ACTIVITY REPORTS & OTHER EMPLOYEE REPORTS	1	1		
1.1.070	1071	POLICIES AND PROCEDURES MANUAL- FINAL	AC+3	AC+3	R	Vital Record. VITAL STATISTICS PROCEDURES; DEPARTMENTAL PROCEDURES; CODING/KEYING INSTRUCTIONS; RECORD LAYOUT FORMAT; COUNTY/CITY DECODES; NOSOLOGY CODING. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	1229	DHHS INSTRUCTIONS FOR COMPILING CERTIFICATES- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

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1.1.071	4758	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.2.003	1184	CERTIFICATE REVISIONS	PM	PM		Vital Record. USED FOR INVESTIGATING ABUSED, MISUSED, OR FLAGGED RECORDS. TAC RULE 181.24
1.2.003	1239	CERTIFICATE REVISION WORKING FILES	AC+1	AC+1		AC=DISCONTINUANCE OF VERSION OF CERTIFICATE
1.2.005	1077	RECORDS RETENTION SCHEDULE	US	US		
1.2.006	1222	RECORDS TRANSMITTAL - AGENCY COPY	AC+2	AC+2		Vital Record. AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER
1.2.008	1079	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS	FE+3	FE+3		
1.3.002	86	VITAL STATISTICS STUDIES	US	US	R	Vital Record. SPECIAL STUDIES & SURVEYS
2.1	1161	CAUSE OF DEATH PROCESSING RECORDS	CE+1	CE+1		Vital Record. EDITS, PRINTOUTS & TAPES
2.1.001	1084	PROCESSING FILES	FE+3	FE+3		Vital Record. USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.
2.1.007	1160	CODING BRANCH COMPUTER REFERENCE FILE (SOFTWARE)	AC	2 AC+2		Vital Record. 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. USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.

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2.1.007	1250	RUN SCHEDULER RUN STATS	AC	AC	AC		Vital Record. 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	
2.1.009	1085	DOCUMENTATION (CERTIFICATE TRACKING)	FE	3	FE+3		Vital Record. RETENTION PERIOD RECOMMENDED BY STATE AUDITOR; USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.	05-537-356
2.1.009	1086	OPERATING SYSTEM FILES	AC+3		AC+3		Vital Record. 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. USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.	
2.1.009	1246	TECHNICAL DOCUMENTATION (DATA PROCESSING DOCUMENTATION)	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ.	
2.2	1080	DATA PROCESSING PRIORITY REQUESTS	AV		AV		DP-803	
2.2.004	1185	DATA PROCESSING REQUESTS (803)	3 MO		3 MO			

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2.2.012	1081	COMPUTER PRODUCED OUTPUT		AV	AV		Vital Record.	
2.2.012	1083	COMPUTER PRODUCED OUTPUT MASTER LISTING OF DATA OUTPUT		AV	AV		Vital Record.	
2.2.012	1243	BIRTH/INFANT DEATH MATCHING FILES		AV	AV		Vital Record.	
2.2.016	5998	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS		LA+3	LA+3		Vital Record.	
3.1	1214	STATISTICAL SERVICES PERSONNEL FILES		AC+5	AC+5		AC=TERMINATION OF EMPLOYMENT	
3.1	6721	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	1095	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	1091	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.
3.2	957	PAYROLL WARRANT LISTINGS	FE+5	FE+5			
3.3	956	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2			AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC
3.3.001	1101	AFFIRMATIVE ACTION PLAN	FE+5	FE+5			
3.3.020	959	WORK SCHEDULES	1	1			
3.3.023	1193	TRAVEL AUTHORIZATION REQUESTS	FE+3	FE+3			TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.
3.3.026	1103	EMPLOYEE LISTINGS	US+3	US+3			
3.3.026	1106	VACANCY REPORTS	US+3	US+3			
3.4.001	960	ACCUMULATED LEAVE ADJUSTMENT REQUEST	FE+2	3	FE+5		
3.4.003	963	TIME & LEAVE RECORDS, LESS THAN FULL-TIME WORKED	4	4			

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3.4.004	964	OVERTIME AUTHORIZATIONS	FE+5	FE+5			BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
3.4.007	1221	TIME/LEAVE RECORDS	FE+5	FE+5			BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
4.1.001	1138	STATE LIBRARY VOUCHERS	FE+3	FE+3				
4.1.002	1134	PENDING FEE REQUESTS & COMPLETED FILES	FE	3	FE+3		COMPLETED REQUEST ARE FILED IN STATISTICAL CORRESPONDENCE/REQUESTS FILE AGENCY ITEM #1220	08-537-544
4.1.002	1220	STATISTICAL CORRESPONDENCE/REQUESTS	FE+3	FE+3				
4.1.002	1241	COMPLETED INQUIRY REQUEST FORMS	FE+6MO	2YR6MO	FE+3		VITAL STATISTICS UNIT REGISTRIES INQUIRIES (ACKNOWLEDGMENT OF PATERNITY, PATERNITY REGISTRY, COURT OF CONTINUING JURISDICTION)	13-537-569
4.1.002	1247	COMPLETED INVOICES	FE+3	FE+3			Vital Record.	
4.1.003	1110	CANCELLED CHECK/STUBS	FE+3	FE+3				
4.2.003	1111	DAILY CASH RECEIPTS LOG	FE+3	FE+3			Vital Record.	
4.2.003	1136	REMITTANCE LISTS (EDIT)	FE+3	FE+3				
4.2.005	1903	REFUND OF REVENUE	FE+3	FE+3			INCLUDES MANUAL WARRANTS/VOUCHERS	
4.2.006	1113	GENERAL JOURNAL VOUCHER	FE+3	FE+3				
4.4	1207	INVOICES FOR STATISTICAL REQUESTS	FE+3	FE+3				

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4.4.001	980	GENERAL LEDGER (BIRTHS & DEATHS CERTIFICATES FILED BY ELECTED REGIONAL OFFICIAL)	FE+3	FE+3	FE+3	Vital Record. LEDGER MAINTAINED TO DOCUMENT FEES FOR LOCAL OFFICIALS	
4.4.002	5941	ACCOUNTS RECEIVABLE LISTING (formerly 107 Health Information and Vital Statistics Section)	FE+3	FE+3	FE+3	Vital Record. INCLUDES REMOTE BILLING; FBI REQUESTS; TRAVIS COUNTY JUVENILE CENTER BILLINGS.	
4.4.004	1114	EMPLOYEE SAVINGS BONDS	5	5	5	Vital Record. RECORD OF SAVINGS BONDS ISSUED	
4.5.001	967	FISCAL NOTES & WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3	FE+3	FE+3		
4.5.002	968	INTERNAL MANAGEMENT REPORTS	FE+3	FE+3	FE+3		
4.7.003	5940	RETURNED CHECKS/WARRANTS/DRAFTS (UNCOLLECTABLE) (formerly 107 Health Information and Vital Statistics Section)	AC+3	AC+3	AC+3	AC=AFTER DEEMED UNCOLLECTABLE	
4.7.006	1116	COMPTROLLER STATEMENTS	FE+3	FE+3	FE+3		
5.1	142	CONTRACT DEVELOPMENT	AV	AV	AV	BACKUP DOCUMENTATION VSCP, NDI, SOCIAL SECURITY	
5.1	1125	TELECOMMUNICATION WORK REQUESTS	AV	AV	AV		
5.1	5759	DATA TRANSMISSION FILES	CE+1	CE+1	CE+1		
5.1.001	969	CONTRACTS (VITAL STATISTICS)	AC+7	AC+7	AC+7	Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.004	1180	MAIL AND TELECOMMUNICATIONS LISTINGS	US	US	US		

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5.1.005	970	POSTAGE EXPENSE REPORTS	FE+3		FE+3			
5.1.007	1119	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV			
5.1.012	1062	CHARGE SCHEDULES	US+3		US+3			
5.1.015	1066	CORRESPONDENCE LOGBOOKS	1		1			
5.2.008	140	EQUIPMENT PURCHASES & REPAIRS	LA+3		LA+3			
5.2.010	971	EQUIPMENT MANUALS	LA		LA			
5.2.014	1121	INVENTORY (ANNUAL PHYSICAL)	FE+3		FE+3			
5.2.016	983	INVENTORY SYSTEM UPDATE LISTING	AC		AC		AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING.	
5.2.020	1123	SUPPLY USAGE RECORDS	FE+1		FE+1			
5.3	2965	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3			
5.3.007	973	REQUESTS FOR PURCHASING	FE+3		FE+3			

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5.4.001	1124	ACCIDENT REPORT-INDIVIDUAL	CE+5	CE+5		Vital Record. ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.	
5.4.012	1060	CONFIDENTIALITY STATEMENTS/COMPUTER PASSWORDS	AC+2	AC+2		Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	
5.4.012	1098	SECURITY ACCESS RECORDS	AC+2	AC+2		Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	
5.4.012	1102	EMPLOYEE IDENTIFICATION	AC+2	AC+2		Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	
5.4.013	1076	DISASTER PREPAREDNESS AND RECOVERY PLAN	US	US		Vital Record.	
5.6.003	1126	INSPECTION REPAIR AND MAINTENANCE RECORDS	LA+1	LA+1			

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