

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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4. Records

Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			
860 - LABORATORY SERVICES SECTION - WOMEN'S HEALTH LABS AT TCID								
1579		SPECIMEN LOGSHEET AND WORKSHEETS	2		2		Vital Record. INCLUDES "POSITIVE DNA" AND "POSITIVE/HGSIL PAP SMEAR" WORKSHEET/LOG	
1698		STAINED SLIDES-NEGATIVE AND UNSAT (GYN AND NON-GYN)	5		5		RETENTION IS A CAP AND CLIA REQUIREMENT	
3061		PROFICIENCY TEST	2		2		RETENTION IS A CAP AND CLIA REQUIREMENT	
3065		REQUISITION FORMS	2		2		Vital Record.	
3068		REQUISITION FORMS FOR BLOOD BANK	10		10		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT	
3069		PATIENT RESULTS FOR BLOOD BANK	10		10		Vital Record. RECORD COPY SENT TO DSHS CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT	
3070		PATIENT RESULTS FOR CYTOLOGY	10		10		Vital Record. RECORD COPY SENT TO DSHS CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT.	
3071		PATIENT RESULTS	2		2		Vital Record. RECORD COPY SENT TO DSHS CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT.	
3072		WORKSHEET/LOG SHEET FOR BLOOD BANK	10		10		RETENTION IS A CAP AND CLIA REQUIREMENT.	
3074		QUALITY CONTROL RECORDS FOR BLOOD BANK	5		5		Vital Record.	
3075		TRANSFUSION REACTION FORMS / UNEXPECTED ANTIBODIES	PM		PM		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT	
3076		SPECIMEN LOGBOOK - BLOOD BANK	10		10		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT	
3077		TRANFUSION/BLOOD UTILIZATION REPORTS	PM		PM			

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3079		STAINED SLIDES - HEMATOLOGY AND MICROBIOLOGY	7 DA		7 DA		SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT
3080		STAINED SLIDES - GYN	5		5		SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT
3081		STAINED SLIDES - CYTOLOGY (ALL NON-GYN)/PATHOLOGY (ALL SLIDES)	5		5		SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT
3085		HPLC DRUG PERFORMANCE COMPOSITION	2		2		Vital Record. RETENTION IS A CAP AND CLIA REQUIREMENT
3087		PATHOLOGY BLOCKS - SURGICAL/AUTOPSY/CELL BLOCKS	10		10		Vital Record. BLOCK; RETENTION IS A CAP AND CLIA REQUIREMENT
3089		BONE MARROW SMEARS	10		10		SMEARS/SLIDES; RETENTION IS A CAP AND CLIA REQUIREMENT
3098		BIOLOGICAL HOOD CERTIFICATION	2		2		
3101		PATIENT RESULTS - SURGICAL	10		10		Vital Record. RECORD COPY IS SENT TO DSHS CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT.
6272		STAINED SLIDES - CYTOLOGY (FNA)	10		10		SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT.
6273		STAINED SLIDES - PATHOLOGY	10		10		SLIDES; RETENTION IS A CAP AND CLIA REQUIREMENT.
6274		QA/PI MONITORS	2		2		RETENTION IS A CAP AND CLIA REQUIREMENT.
6275		OCCURRENCE REPORTS	2		2		SPECIMEN TESTING. RETENTION IS A CAP AND CLIA REQUIREMENT.
6794		AUTOPSY SLIDES - NON-FORENSIC	10		10		SLIDES; RETENTION IS A CAP AND CLIA REQUIREMENT.

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Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	
		6795 AUTOPSY SLIDES - FORENSIC	PM		PM		SLIDES; RETENTION IS A CAP AND CLIA REQUIREMENT		
1.1		1750 OUTSIDE CONSULTATION REQUESTS	2		2				
1.1		3062 LABORATORY POLICY AND PROCEDURE MANUALS- FINAL US+2			US+2		RETENTION IS A CAP AND CLIA REQUIREMENT		
1.1		3095 QA/PI COMMITTEE MINUTES	2		2		Vital Record. RETENTION IS A CAP REQUIREMENT		
1.1		3196 LAB TESTING SUPPLY ORDER REQUESTS	2		2		SEE #3082 FOR LAB TESTS CHARGED.		
1.1		3515 (WOMEN'S HEALTH LABS) AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)		
1.1		3681 (WOMEN'S HEALTH LAB) RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6		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; AC=DATE OF DISCLOSURE		
1.1		3684 (WOMEN'S HEALTH LAB) OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6		45 CFR 164.530 (j)(1)-(2)		
1.1		4278 (WOMEN'S HEALTH LAB) ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC		RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER		
1.1		4287 (WOMEN'S HEALTH LAB) 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		5351 (WOMEN'S HEALTH LAB) 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.		

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1.1	5352	(WOMEN'S HEALTH LAB) 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	5732	LABORATORY RULES, POLICIES AND PROCEDURES-WORKING FILES	US+2		US+2	RETENTION IS A CAP AND CLIA REQUIREMENT
1.1	6916	BLOOD BANK POLICY & PROCEDURE	US+5		US+5	RETENTION IS CAP AND CLIA REQUIREMENT.
1.1.002	4399	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	5345	(WOMEN'S HEALTH LABS) COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6	45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	5002	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	3107	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2	INCLUDES SOME E-MAIL.
1.1.013	3011	DESK 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.
1.1.020	3115	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1	AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)

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1.1.021	3128	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST
1.1.023	3058	ORGANIZATION CHART	US		US	A	
1.1.038	3060	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	2974	TRAINING MATERIALS	US+1		US+1		
1.1.057	1653	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF THE RECORD HAS BEEN FULFILLED.
1.1.058	3109	MEETING AGENDAS & MINUTES	PM		PM	A	
1.1.061	3012	MEETING NOTES	AC+90 DA		AC+90 DA		AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY.
1.1.062	2984	MEETINGS SUPPORTING DOCUMENTATION	2		2	A	
1.1.063	3059	MINUTES - INTERNAL	1		1		
1.1.067	1580	REPORTS & STUDIES - NON-FISCAL	3		3	R	INCLUDES TUMOR BOARD REPORT; QA/PI MONITOR & OCCURRENCE REPORT; STATISTICAL REPORTS; IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
2.2.016	6969	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.
3.1	1588	EMPLOYEE FILES	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT; INCLUDES EMPLOYEE ORIENTATION RECORDS

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3.1	3063	COMPETENCY ASSESSMENT	AC	AC	Vital Record. AC=TERMINATION FROM EMPLOYMENT
3.1	6754	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. BEGINNING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN AccessHR 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	1810	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2	2	AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.011	1590	EMPLOYEE INSURANCE FILES	AC+5	AC+5	Vital Record. AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT. FOUND IN EMPLOYEE PERSONNEL FILE. (DOCUMENTS THAT SERVE AS PAYROLL DEDUCTION AUTHORIZATIONS MUST BE RETAINED FOR THE RETENTION PERIOD PRESCRIBED FOR 3.2.001)
3.1.014	3057	EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)	2	2	Vital Record maintained by AccessHR only. Send all records to AccessHR. AccessHR HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.
3.1.019	1584	PEFORMANCE APPRAISALS/JOURNALS	AC+5	AC+5	AC=TERMINATION OF EMPLOYEE. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. HHS-HR MUST RECEIVE ALL PERFORMANCE APPRAISALS THAT ARE NOT ALREADY IN AccessHR. HHS-OGC REQUESTED LONGER RETENTION PERIOD.
3.1.023	3056	JOB DESCRIPTIONS	AC+4	AC+4	Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.034	3042	RESUMES - UNSOLICITED	AV	AV	

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3.4	2972	COMPENSATORY TIME ACCRUAL FORM	4		4			
3.4.007	2967	DAILY ABSENCE REPORTS/LEAVE SLIPS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.5	3082	FINANCIAL RECORDS	7		7		Vital Record. INCLUDES BILLING RECORDS FOR SERVICES/ ACCOUNT ADJUSTMENTS. (ELECTRONIC RECORDS KEPT IN CENTRALIZED BILLING SYSTEM-CBS.) RETENTION PERIOD BASED ON HIPAA REQUIREMENTS. 45 CFR 164.530 (j)(1)-(2)	
4.7.004	1736	CAPITAL EQUIPMENT LIST	LA+3		LA+3			
5.1.001	2963	CONTRACTS/LEASES	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	
5.1.004	1735	MAIL/TELECOMMUNICATIONS LISTINGS	US		US			
5.1.012	3084	PRICE LISTS	US+3		US+3			
5.2	3066	LABORATORY EQUIPMENT MAINTENANCE RECORDS	US+2		US+2		RETENTION IS A CAP AND CLIA REQUIREMENT	
5.2	6796	LABORATORY EQUIPMENT REPAIR RECORDS	LA+2		LA+2		RETENTION IS A CAP AND CLIA REQUIREMENT	
5.2	6949	EQUIPMENT MANUALS	LA+2		LA+2		RETENTION IS A CAP REQUIREMENT.	
5.2.018	3067	QUALITY CONTROL RECORDS	2		2		Vital Record.	
5.2.019	3097	WORK ORDER REQUESTS	2		2		Vital Record. RETENTION IS CAP REQUIREMENT.	
5.3	2966	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3			
5.3.005	1645	PACKING SLIPS	AV		AV			

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5.3.007	4640	BID DOCUMENTATION	FE+3		FE+3		INCLUDES AG-13 DOCUMENTATION AND INFORMAL OFFER CONFIRMATIONS
5.4	3100	FORMALDEHYDE ENVIRONMENTAL MONITORING	10		10		
5.4	6377	INCIDENT REPORTS/ACCIDENT/INJURY REPORTS OF NON-STATE EMPLOYEES ON STATE PROPERTY	AC		AC		L-33 FORMS. AC=STATUTE OF LIMITATIONS; CLAIMANT REQUIRED TO GIVE NOTICE OF INJURY WITHIN 6 MONTHS OF THE INCIDENT OR THE ACTION IS BARRED (UNLESS THERE IS ACTUAL KNOWLEDGE OF THE INJURY IN THE AGENCY); ACTION BARRED IF SUIT NOT FILED WITHIN 2 YEARS FROM THE DATE OF THE INJURY. (SEE 1.1.048 IF INJURY RESULTS IN LAWSUIT)
5.4.001	6276	ACCIDENT/INCIDENT REPORTS (STATE EMPLOYEE)	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.
5.4.003	3094	APPLICATION/CERTIFICATION RECORDS OF C.A.P. ACCREDITATION INSPECTIONS	AC+3		AC+3		Vital Record. AC=INSPECTION, OR DATE OF CORRECTION OF DEFICIENCY, IF REPORT SHOWS DEFICIENCY
5.4.007	3099	SAFETY TRAINING RECORDS	5		5		
5.4.010	6917	MSDS SHEETS	AC+30		AC+30		AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL IS NO LONGER STORED BY AGENCY, AS APPLICABLE. RETENTION IS CAP AND CLIA REQUIREMENT. OSHA law in 29 CFR 1910.1020 (d)(1)(ii)B)
5.5.003	4616	TELEPHONE LOGS - STATION ACTIVITY REPORTS	AV		AV		AV=2 YEARS

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