

State of Texas
Records Retention Schedule

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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

4. Records Series		7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage			
100 - TEXAS CIVIL COMMITMENT OFFICE							
	1747	SUBPOENAS (DSHS/OVSOM NOT A PARTY TO THE LITIGATION)	AC+1		AC+1		AC=DATE OF AGENCY'S RESPONSE TO THE SUBPOENA IN THE FORM OF COMPLETED QUESTIONS AND RESPONSIVE DOCUMENTS, AFFIDAVITS OF NO RECORDS.
1.1	3685	FIELD FILES	AV		AV		see #7243 for official file.
1.1	7243	SEXUALLY VIOLENT PREDATOR FILES	AC+10		AC+10		AC=CHANGE OF STATUS BY APPEAL OR RELEASE FROM CIVIL COMMITMENT. See #3685 for related file.
1.1.006	4583	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT [Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.]
1.1.007	153	CORRESPONDENCE, ADMINISTRATIVE	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	2106	GENERAL CORRESPONDENCE	2		2		INCLUDES SOME E-MAIL.
1.1.011	16	EXECUTIVE ORDERS	US+3		US+3	A	Vital Record.
1.1.013	5427	CALENDARS / APPOINTMENT BOOKS / ITINERARY RECORDS	CE+1		CE+1	R	INCLUDES CALENDARS IN OUTLOOK. 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	6792	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	4364	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST.

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ARCHIVAL CODES (Field 8)

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			Agency	Storage	Total			
100 - TEXAS CIVIL COMMITMENT OFFICE								
1.1.024	5265	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.027	4030	PROPOSED LEGISLATION	AV		AV			
1.1.043	5425	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	4010	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	20	STAFF MEETING MINUTES AND NOTES	1		1			
1.1.065	2146	REPORTS AND STUDIES (RAW DATA)	AV		AV			
1.1.067	795	REPORTS AND STUDIES (NON-FISCAL)	3		3	R		
1.1.069	2472	REPORTS - ACTIVITY	1		1		WORKLOAD MONITORING, TASK COMPLETION TIMES, NUMBER OF PUBLICA CONTACTS, AND SIMILAR ACTIVITIES.	
1.1.070	4906	RULES, POLICIES AND PROCEDURES - FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	245	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.072	7259	PUBLIC INFORMATION REPORTS	2		2		CONVENIENCE COPY. (OFFICE OF THE GENERAL COUNSEL HAS THE RECORD COPY.)	
1.2.003	4260	FORMS HISTORY FILE	AC+1		AC+1		AC=DISCONTINUANCE OF USE OF FORM	

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1.3.001	4757	AGENCY PUBLICATIONS	AC+2		AC+2	AC=UNTIL SUPERSEDED OR OBSOLETE. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES TO HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE / LIBRARY.
1.3.002	4889	PUBLICATION DEVELOPMENT FILES - DRAFTS, ARTWORK, PHOTO NEGATIVES	AV		AV	R
2.2.016	7260	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3	Vital Record
3.1	6695	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	2598	EMPLOYEE COUNSELING NOTES	AC+3		AC+3	AC=TERMINATION OF COUNSELING. THIS RECORD SERIES IS not SENT TO THE PERSONNEL FILE. KEEP THIS RECORD SERIES SEPARATE FROM THE PERFORMANCE APPRAISAL.
3.1.019	1748	PEFORMANCE 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.

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3.3.020	6253	WORK SCHEDULES/ASSIGNMENTS	1		1			
3.3.023	4447	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATION TO ENGAGE IN	FE+3		FE+3		Includes participation in education programs, workshops, travel.	
3.3.025	2726	JOB PROCEDURE RECORDS	US+3		US+3			
3.3.030	5897	TRAINING ADMINISTRATION RECORDS	US+2		US+2		(Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.) Does not include training material found in TRAIN or CAPPS.	
4.2.002	14	CASH RECEIPTS	FE+3		FE+3			
4.7.008	1684	FEDERAL GRANT RECORDS	AC+3		AC+3		AC=ACTUAL PROJECT PERIOD CLOSE-OUT DATE. SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANT AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. (THE COMMON RULE).	
5.1.001	6260	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	
5.1.007	4369	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV			
5.2.018	7244	QUALITY CONTROL RECORDS	4		4		INCLUDES AUDITS OF TREATMENT PROVIDER AND CASE MANAGER FILES.	

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