

Automated Facsimile of SLR-105

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

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4. Records		7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage			
645 - HOSPITAL SERVICES SECTION							
	4142	ABUSE AND NEGLECT FILES - CLOSED FACILITIES	AC	28	AC+28	Vital Record. AC=CLOSURE OF FACILITY. RETENTION PERIOD BASED ON STATUTE OF LIMITATIONS=10 YEARS FROM THE DATE OF THE COMMISSION OF THE OFFENSE OR 10 YEARS FROM THE 18TH BIRTHDAY OF THE VICTIM. (CODE OF CRIMINAL PROCEDURE ART. 12.01)	05-537-410
	4689	MASTER INDEX - CLOSED FACILITIES	AC	40	AC+40	Vital Record. AC=CLOSURE OF FACILITY; RETURN TO AGENCY. (RETENTION PERIOD BASED ON RETAINING MEDICAL RECORDS 10 YEARS PAST THE LAST DATE OF SERVICE OR THE 30TH BIRTHDAY OF THE PATIENT, WHICHEVER IS LATER.)	05-537-443 (microfiche)
	4690	MH AND MR CLIENT RECORDS - CLOSED FACILITIES - COMBINED CORE AND NON-CORE DOCUMENTS	AC	40	AC+40	Vital Record. AC=CLOSURE OF FACILITY. (Based on retention period of 10 years past last service date or 30th birthday, whichever is longer. Retention period complies with similar records at Dept. of Aging and Disability Services -DADS).	05-537-418 (Microfilm); 05-537-406 (Microfiche); 05-537-405 (Paper)
	4691	MH AND MR CLIENT RECORDS - CORE DOCUMENTS	AC	10	AC+10	Vital Record. MICROFILM FROM FACILITIES. AC=LAST SERVICE DATE OR 30TH BIRTHDAY, WHICHEVER IS LATER. RETENTION PERIOD COMPLIES WITH SIMILAR RECORDS AT DEPT OF AGING AND DISABILITY SERVICES (DADS). All microfilm in storage belongs to current DADS facilities and were transferred to that agency.	
1.1.002	4072	AUDITS - INTERNAL (INCLUDING WORKING PAPERS AND CORRESPONDENCE)	AC+6MO	6Y6MO	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 THAT AGENCY.	05-537-377
1.1.006	4076	COMPLAINT RECORDS	AC	6	AC+6	COMPLAINTS BY THE PUBLIC ABOUT THE DSHS HOSPITAL SECTION. AC=FINAL DISPOSITION OF THE COMPLAINT.	

RETENTION CODES (Field 7)

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ARCHIVAL CODES (Field 8)

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645 - HOSPITAL SERVICES SECTION								
1.1.007	4078	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.)	2	2	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	4079	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL	
1.1.010	4085	DIRECTIVES AND EXECUTIVE 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	4091	ITINERARY INFORMATION (DESK CALENDARS, APPOINTMENT BOOKS, OUTLOOK CALENDAR)	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	4096	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST FULFILLED.	
1.1.021	4097	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.024	4098	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.	
1.1.024	7089	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	(INCLUDES HOUSEKEEPING WORK PLANS). AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS. DO NOT DESTROY PLANS WITH HISTORICAL RELEVANCE; THEY SHOULD BE FORWARDED TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	

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645 - HOSPITAL SERVICES SECTION

1.1.038	4174	CUSTOMER SURVEYS	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.	
1.1.040	4235	SPEECHES	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	4129	TRAINING MATERIALS	US	1	US+1		(AGENCY INSTRUCTIONAL MATERIALS FOR TRAINING ENTITIES OR INDIVIDUALS SERVED OR REGULATED BY AGENCY.)	
1.1.057	879	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	1926	MEETING AGENDA AND MINUTES	PM		PM	A	FOR LEGACY MHMR BOARD RECORDS; OFFICIAL ADMINSTRATIVE FOR CLOSED FACILITIES; SENIOR MANAGEMENT & SENIOR MANAGEMENT FOR CLOSED FACILITIES; CLINICAL MEDICAL RECORDS ADVISORY COMMITTEE.	
1.1.059	4075	CERTIFIED AGENDA OR TAPE RECORDINGS OF CLOSED MEETINGS (MHMR)	AC+1	1	AC+2		AC=DATE OF THE MEETING OR COMPLETION OF PENDING ACTION INVOLVING THE MEETING, WHICHEVER IS LATER.	
1.1.060	3961	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN	AC+90 DA		AC+90 DA		AUDIOTAPES; VIDEOTAPES. AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY.	
1.1.062	2071	MEETINGS-SUPPORTING DOCUMENTATION	2		2	A		
1.1.063	4092	MEETING MINUTES/NOTES - STAFF ADMINISTRATIVE	1		1			

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1.1.065	4228	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV			
1.1.069	4171	REPORTS - EMPLOYEE	1		1			
1.1.070	2764	POLICIES AND PROCEDURES MANUALS - ADMINISTRATIVE	AC	3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	4234	RULES, POLICIES, & PROCEDURES- FINAL	US+6		US+6	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. COMPLIES WITH HIPAA REGULATIONS - 45 CFR 164.530 (j)(1)-(2)	
1.1.071	4448	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.006	4103	RECORDS TRANSMITTALS FORMS	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION, PERMANENT TRANSFER FROM STORAGE, OR TRANSFER TO STATE ARCHIVES BY THE AGENCY RECORDS ADMINISTRATOR.	
1.3.001	4069	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. AC=DISCONTINUANCE; US=UNTIL SUPERSEDED	
1.3.002	4102	PUBLICATION FILE	AV		AV	R	INCLUDES PHOTO NEGATIVES.	
2.1.009	4530	TECHNICAL DOCUMENTATION (SYSTEM AND FILE 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.	

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2.2.016	6954	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.
3.1	2276	PERSONNEL FILES - MHMR COMPONENTS, AUSTIN METROPLEX	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT
3.1	4128	TRAINING TEST PAPERS	AC+1MO		AC+1MO		AC=DATE OF TEST
3.1	6726	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	364	EMPLOYMENT SELECTION RECORDS (INCLUDES 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.
3.1.019	2263	PERFORMANCE APPRAISALS	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.
3.1.023	2287	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.024	2289	PHYSICAL EXAMINATION / MEDICAL REPORTS	AC+2		AC+2		AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT.

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3.1.026	2294	SECURITY CLEARANCES - EMPLOYEE AGREEMENTS	AC		AC		AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED. CAPPS ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.034	211	RESUMES - UNSOLICITED	AV		AV			
3.1.036	3536	APPRENTICESHIP / INTERNSHIP RECORDS	1	4	5			
3.3.020	2315	WORK SCHEDULES / ASSIGNMENTS	1		1			
3.3.023	2293	REQUESTS AND AUTHORIZATIONS TO ENGAGE IN REIMBURSABLE ACTIVITIES (TUITION ASSISTANCE)	FE	3	FE+3			
3.3.023	4239	TRAVEL AUTHORIZATION REQUESTS (AND OTHER REIMBURSABLE ACTIVITIES SUCH AS PARTICIPATION IN EDUCATION PROGRAMS, WORKSHOPS, COLLEGE COURSES)	FE	3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.3.028	3508	APTITUDES AND SKILLS TESTS AND TEST PAPERS - HIRED	AC	5	AC+5		AC=TERMINATION OF EMPLOYEE.	
3.3.030	4130	TRAINING ADMINISTRATION RECORDS	US+2		US+2		(MATERIALS AND RECORDS FOR IN-HOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) ORGANIZATIONAL AREA KEEPS RECORDS NOT FOUND IN TRAIN OR CAPPS.	
3.4.007	4138	TIME OFF AND/OR SICK LEAVE REQUEST	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
4.1.002	5798	BILLING AND PAYMENT DETAIL - MEDICARE (MHMR LEGACY AGENCY)	FE	7	FE+7		BY REGULATION - MEDICARE HOSPITAL MANUAL, HIM-10, SEC. 413 (B) [REV. NO. 572].	
4.1.003	3093	CANCELED CHECKS - CLOSED FACILITY	FE+3		FE+3			
4.1.007	3598	TRANSFERS OR BUDGET REVISIONS	FE+3		FE+3			

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4.2.005	3532	PURCHASE VOUCHERS	FE	3	FE+3			
4.2.007	1968	EXPENDITURE VOUCHERS (TRAVEL, PAYROLL, ETC.)	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.	
4.3.002	4020	RECEIPTS, JOURNALS OR REGISTERS	FE+3		FE+3			
4.3.003	2819	EXPENDITURES JOURNAL OR REGISTERS	FE+1	2	FE+3			
4.4.002	5538	ACCOUNTS RECEIVABLE LEDGERS	FE+3		FE+3*		Vital Record.	
4.5.005	3313	EXTERNAL FISCAL REPORTS	FE	3	FE+3			
4.5.005	3414	EXTERNAL FISCAL REPORT (DEPT OF HUMAN SERVICES / DADS / HHSC)	FE	7	FE+7		BY REGULATION - MEDICARE HOSPITAL MANUAL, HIM-10, SEC. 413 (B) [REV. NO. 572].	
4.6.002	4019	RECONCILIATIONS	FE+1	2	FE+3			
4.7	2352	REIMBURSEMENT RECORDS - CLOSED COLLECTION FILES	1	9	10		Vital Record. 05-537-412	
4.7	2354	REIMBURSEMENT - MEDICARE RECORDS AND MSP	AC+7		AC+7		Vital Record. AC=DATE OF REIMBURSEMENT. BENEFIT/ELIGIBILITY INQUIRIES; CONSENT / ASSIGNMENT OF BENEFITS; SERVICE RECORDS; CLAIMS FILED; CORRESPONDENCE; REMITTANCE ADVICE REPORTS; PAYMENTS; COST REPORT; DOCUMENTATION.	
4.7	2356	REIMBURSEMENT - MEDICAID RECORDS	AC+7		AC+7		Vital Record. AC=DATE OF REIMBURSEMENT. BENEFIT/ELIGIBILITY INQUIRIES; CONSENT / ASSIGNMENT OF BENEFITS; SERVICE RECORDS; CLAIMS FILED; CORRESPONDENCE; MEDICAID APPLICATIONS; REMITTANCE & STATUS REPORTS; PAYMENTS; COST REPORT; DOCUMENTATION.	

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4.7	2359	COMMERCIAL RECORDS		AC+7		AC+7		Vital Record. AC=DATE OF RECEIPT, REIMBURSEMENT, OR EXPIRATION OF THE INSTRUMENT. ONE-TIME AGREEMENTS; BENEFIT/ELIGIBILITY INQUIRIES; CONSENT / ASSIGNMENT OF BENEFITS; AUTHORIZATION NOTICES; CLAIMS FILED; CORRESPONDENCE; EXPLANATION OF BENEFITS; PAYMENTS.			
4.7	2365	MONTHLY CLOSING REPORTS		FE+7		FE+7		Vital Record.			
4.7	2366	YEARLY CLOSING REPORTS		FE+7		FE+7		Vital Record.			
4.7	2367	LEGAL REFERRED FILES		FE+7		FE+7		Vital Record.			
4.7	2368	NEWSLETTERS AND BULLETINS		2		2		Vital Record.			
4.7	2369	NHIC POLICY/PROCEDURE MANUAL		1		1		Vital Record.			
4.7	2370	DHS/HHSC MEDICAID ELIGIBILITY MANUAL		US		US		Vital Record.			
4.7	2371	MH REIMBURSEMENT POLICY / PROCEDURE MANUAL		US		US		Vital Record.			
4.7.003	3597	RETURNED CHECK / WARRANT / DRAFTS / UNCOLLECTED		AC+3		AC+3		AC=AFTER DEEMED UNCOLLECTABLE			
4.7.005	144	MASTER CASE FILE (CLAIM FILES)		AC+FE	7	AC+FE+7		Vital Record. AC=RESOLUTION OF CLAIM. BY REGULATION - MEDICARE HOSPITAL MANUAL, HIM-10, SEC. 413 (B) [REV. NO. 572].			
4.7.005	5544	CLAIMS FILES - GENERAL AND USED IN LITIGATION		AC	3	AC+3		Vital Record. AC=RESOLUTION OF CLAIM. DO NOT DESTROY ANY RECORDS DURING LITIGATION.			
4.7.005	5547	CLAIMS FILES - USED IN LITIGATION		AC	10	AC+10		Vital Record. AC=RESOLUTION OF LAWSUITS, CLAIMS, AND AUDIT REQUIREMENTS. RETENTION PERIOD CITATION: TEXAS CONSTITUTION ART. 3, SEC 55			

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4.7.005	5548	CLAIMS FILES - PERTAINING TO FEDERAL FUNDING	AC	7	AC+7		AC=RESOLUTION OF CLAIMS AND AUDIT REQUIREMENTS. (BY REGULATION - MEDICARE HOSPITAL MANUAL, HIM-10, SEC. 413 (B) [REV. NO. 572].
4.7.008	3411	FEDERAL GRANT RECORDS	AC+1	2	AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINSTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE)
4.7.010	177	LONG-TERM LIABILITY RECORDS	AC+3		AC+3		Vital Record. AC=RETIREMENT OF DEBT
5.1.004	3367	MAILING LISTS	US		US		INCLUDES OUTLOOK DISTRIBUTION LISTS
5.1.007	1797	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV		(RECORDS KEPT FOR 2 MONTHS.)
5.1.010	4934	LICENSES AND PERMITS FOR NON-VEHICLES	AC+2		AC+2		Vital Record. AC=EXPIRATION DATE OF LICENSE OR PERMIT
5.1.011	2907	PHOTOCOPIER/FAX USE LOGS AND REPORTS	AV		AV		
5.1.013	4907	INSURANCE POLICIES (VEHICLES, EQUIPMENT, ETC - NOT PERSONNEL)	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS
5.1.015	4083	CORRESPONDENCE - LOGBOOKS	1		1		
5.2.001	4580	APPRAISALS - BUILDING OR PROPERTY (MHMR)	AV		AV	R	Vital Record.
5.2.003	4594	BUILDING PLANS AND SPECIFICATIONS - STATE OWNED (INCLUDES ADA DOCUMENTATION)	LA	10	LA+10	R	Vital Record. STATE OWNED BUILDINGS - CONTENTS REVIEWED EVERY 10 YEARS.
5.2.008	4637	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICES AGREEMENTS	LA+3		LA+3		
5.2.010	4870	EQUIPMENT MANUALS	LA		LA		

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 AV - As Long As Administratively Valuable  
 US -Until Superseded

PM - Permanent

CE - Calendar Year End  
 FE - Fiscal Year End  
 LA - Life of Asset

MO - Months  
 DA -Days

ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist  
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 E - Exempt from sending

VITAL Record (Include in Field 9)

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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10. 106 No.

4. Records		7. RETENTION PERIOD			9. Remarks	10. 106 No.	
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage			Total
645 - HOSPITAL SERVICES SECTION							
5.2.011	4871	EQUIPMENT WARRANTIES	AC+1		AC+1		AC=EXPIRATION OF WARRANTY
5.2.012	4877	ESTIMATE FILES (SUPPLY AND REPAIR COST ESTIMATES) 1			1		
5.2.018	5096	QUALITY CONTROL REPORTS	2		2		
5.2.020	5109	SUPPLY USAGE RECORDS	FE+1		FE+1		
5.4	5330	ASBESTOS FILES - CLOSED FACILITIES (MHMR LEGACY AGENCY)	AC	CE+30	AC+CE+30		AC=CLOSURE OF FACILITY.
5.4.001	2373	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION (WORKERS COMPENSATION FILE - OCCUPATIONAL DISEASES - NO COST AND CLAIMS FILES)	CE	20	CE+20		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.
5.4.001	2374	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION (WORKERS COMPENSATION FILE - OCCUPATIONAL INJURY - CLAIM FILE)	CE	20	CE+20		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.
5.4.002	2375	EVACUATION PLANS	US		US		
5.4.007	2380	HAZARDOUS MATERIAL TRAINING RECORDS	5		5		
5.4.008	2424	HAZARD EDUCATION AND TRAINING PROGRAM	US+5		US+5		Vital Record.
5.4.009	2427	WORKPLACE CHEMICAL LISTS - CLOSED FACILITIES	AC	30	AC+30		AC=CLOSURE OF FACILITY. 05-537-402

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**APPROVED 5/23/2012**

State of Texas  
Records Retention Schedule

Automated Facsimile of SLR-105

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

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4. Records		7. RETENTION PERIOD			10. 106 No.		
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
645 - HOSPITAL SERVICES SECTION							
5.4.012	4578	SECURITY ACCESS RECORDS - AUTOMATION	AC+2		AC+2		Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER IS SOONER.
5.6.009	5085	PARKING PERMITS OR ASSIGNMENT	US		US		

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