

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

4. Records

Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			
507 - INFECTIOUS DISEASE CONTROL UNIT								
1.1	1917	EVALUATION OF PRE-NATAL SCREENING	5		5			
1.1.007	4808	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	4809	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL	
1.1.010	5559	DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1		US+1		(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	
1.1.020	5560	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	5561	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.027	4814	PROPOSED LEGISLATION - DRAFTS OR PROPOSED LEGISLATIVE BILLS & RELATED CORRESPONDENCE	AV		AV			
1.1.057	5571	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.	
1.1.067	4815	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.	

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
US -Until Superseded

PM - Permanent

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FE - Fiscal Year End
LA - Life of Asset

MO - Months
DA -Days

ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

VITAL Record (Include in Field 9)

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507 - INFECTIOUS DISEASE CONTROL UNIT					
2.2.016	5990	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3	Vital Record.
3.1	5562	NETWORK/MAINFRAME SECURITY MEMOS	AC+3	AC+3	AC=DATE OF THE EXPIRATION OF THE MEMO.
3.1	5563	DUAL EMPLOYMENT FILES	AC+5	AC+5	AC=TERMINATION OF EMPLOYMENT
3.1	6711	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	4818	EMPLOYMENT SELECTION - INTERVIEW NOTES & DOCUMENTATION OF SELECTION PROCESS; 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.
3.1.018	489	GRIEVANCE RECORDS	AC+2	AC+2	Vital Record maintained only by HHS-Civil Rights.. MAY CONTAIN CONFIDENTIAL DATA; AC=FINAL DECISION ON GRIEVANCE. BECAUSE OF CONSOLIDATION OF HUMAN RESOURCES IN HHS ENTERPRISE, MAINTAINED IN HHS-CIVIL RIGHTS
3.1.019	345	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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3.1.023	5565	POSITION JOB DESCRIPTIONS	AC+4	AC+4	Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.3	297	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2	AC=COMPLETION OF CLASS
3.3.023	3259	REQUESTS AND AUTHORIZATIONS FOR REIMBURSABLE ACTIVITIES, TRAVEL, TUITION ASSISTANCE, ETC.	FE+3	FE+3	TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.3.023	5566	TUITION ASSISTANCE REQUESTS	FE+3	FE+3	
3.4.004	615	OVERTIME AUTHORIZATIONS	FE+5	FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.
4.1.004	5567	ENCUMBRANCE DETAIL	FE+3	FE+3	
4.2.005	6147	PURCHASE VOUCHERS	FE+3	FE+3	REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS, BEST VALUE DETERMINATIONS, ETC
4.3.003	4671	EXPENDITURE JOURNALS OR REGISTERS	FE+3	FE+3	
4.4.001	5568	GENERAL LEDGER	FE+3	FE+3	Vital Record.
4.5.006	494	OPERATING BUDGET	FE+3	FE+3	Vital Record.
4.6.001	576	MONTHLY BALANCING RECORDS	FE+3	FE+3	
4.7.008	5569	FEDERAL GRANT INFORMATION ON FILE	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).
5.1.007	4830	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV	AV	

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APPROVED 5/23/2012

State of Texas
Records Retention Schedule

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5.3	5458	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3					
5.3.008	575	PURCHASING LOGS	FE+3		FE+3					

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