### 106 - OFFICE OF ACADEMIC AFFAIRS

<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Item #</th>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
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<tbody>
<tr>
<td>7234</td>
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<td>PREVENTATIVE MEDICINE AND PUBLIC HEALTH RESIDENCY RECORDS</td>
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<td>1.1</td>
<td>801</td>
<td>INSTITUTIONAL REVIEW BOARD RECORDS</td>
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<td>1.1</td>
<td>1003</td>
<td>CONTINUING EDUCATION PROGRAM ACTIVITY FILES (CME, CNE, SW, RS, CHES, MAFT, LPC, LCDC, CoF A)</td>
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<tr>
<td>1.1.007</td>
<td>7219</td>
<td>CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS &amp; THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)</td>
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<tr>
<td>1.1.008</td>
<td>7220</td>
<td>GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)</td>
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<tr>
<td>1.1.013</td>
<td>7221</td>
<td>CALENDARS/APPOINTMENT BOOKS</td>
<td>CE+1</td>
<td>CE+1</td>
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<tr>
<td>1.1.020</td>
<td>7222</td>
<td>PUBLIC INFORMATION REQUESTS - NOT EXEMPTED</td>
<td>AC+1</td>
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</tbody>
</table>

#### RETENTION CODES (Field 7)
- **AC**: After Closed, Terminated, Completed, Expired, Settled
- **AV**: As Long As Administratively Valuable
- **DA**: Days
- **DA**: Days
- **EC**: End of Fiscal Year
- **FE**: Fiscal Year End
- **PM**: Permanent
- **LA**: Life of Asset
- **MO**: Months
- **PM**: Permanent
- **US**: Until Superseded

#### ARCHIVAL CODES (Field 8)
- **A**: Transfer to State Archivist
- **R**: Review by State Archivist
- **E**: Exempt from sending

#### VITAL Record (Include in Field 9)
- **AV**: As Long As Administratively Valuable
- **DA**: Days
- **EC**: End of Fiscal Year
- **FE**: Fiscal Year End
- **PM**: Permanent
- **LA**: Life of Asset
- **MO**: Months
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**Records for individuals who completed their residency requirement at TDH/DSHS. Used to verify residency training.**

**Vital Record. Accreditation requires 6 years of retention. Includes Continuing Medical Education; Continuing Nursing Education; Social Workers; Registered Sanitarians; Certified Health Education Specialists; Marriage and Family Therapists; Licensed Professional Counselors; and Licensed Chemical Dependency Counselors.**

**Vital Record. Only administrative correspondence of executive staff, board or commission members, division directors and section/unit/branch heads require archival review.**

**Includes some e-mail.**

**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.**

**AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)**
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>106</td>
<td>OFFICE OF ACADEMIC AFFAIRS</td>
<td></td>
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<tr>
<td>1.1.021</td>
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<td>7223</td>
<td>PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)</td>
<td>AC+2</td>
<td>AC+2</td>
<td>AC=DATE OF DENIAL OF REQUEST</td>
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<tr>
<td>1.1.024</td>
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<td>7224</td>
<td>PLANS AND PLANNING RECORDS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>R AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS</td>
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<td>7225</td>
<td>TRANSITORY INFORMATION</td>
<td>AC</td>
<td>AC</td>
<td>AC=PURPOSE OF RECORD HAS BEEN FULFILLED, INCLUDES TELEPHONE MESSAGE NOTIFICATIONS &amp; SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.</td>
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<td>1.1.063</td>
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<td>MEETING MINUTES/NOTES - STAFF</td>
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<td>7227</td>
<td>REPORTS AND STUDIES (NON-FISCAL) - RAW DATA</td>
<td>AV</td>
<td>AV</td>
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<td>REPORTS AND STUDIES (NON-FISCAL)</td>
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<td>R IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.</td>
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<td>7229</td>
<td>SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS</td>
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<td>LA+3</td>
<td>Vital Record</td>
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<td>7230</td>
<td>POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)</td>
<td>AC</td>
<td>AC</td>
<td>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 CAPPS TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.</td>
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**ARCHIVAL CODES (Field 8)**
- A - Transfer to State Archivist
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- E - Exempt from sending

**VITAL Record (Include in Field 9)**
### State of Texas

#### Records Retention Schedule

**Recertified: 5/23/2012**  
**Amendment Approved: 2/19/2014**  
**Updated (with or without amendment): 10/4/2017**

Automated Facsimile of SLR-105

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<th>2. Records Item #</th>
<th>3. Agency: Texas Department of State Health Services</th>
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<td>5. Agency Item #</td>
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<tr>
<td><strong>3.1.014</strong></td>
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