### State of Texas
**Records Retention Schedule**

**Recertified:** 5/23/2012  
**Updated (with or without amendment):** 10/4/2017  
**Amendment Approved:** 2/19/2014  
**Automated Facsimile of SLR-105**  
**Agency:** Texas Department of State Health Services  
**Agency Code:** 537

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#### 1.1.002
**Records Retention Schedule**

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<tr>
<td>864</td>
<td>AUDITS</td>
<td>AC+7</td>
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**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.

<table>
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<tr>
<td>1274</td>
<td>AUDITS (MAC COMPLIANCE REVIEWS)</td>
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**MINIMUM 6YR RETENTION REQUIRED BY FEDERAL MEDICAID LAW.** **AC** - Publication or release of final audit findings.

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<td>832</td>
<td>LEGISLATIVE APPROPRIATIONS REQUESTS</td>
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**AC** - September 1 of odd-numbered calendar year. Only copies of supporting document submitted to the legislative budget board are archival.

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**AC** - September 1 of odd-numbered calendar years. Only copies of supporting document submitted to the legislative budget board are archival. (Remove from retention schedule when records are sent to state archives approximately 9/1/11)

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<td>826</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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**VITAL Record.** **ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.**

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<td>GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)</td>
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Includes some e-mail.

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<td>DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)</td>
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(Initiates, rescinds or amends general office procedures.)

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**RETENTION CODES (Field 7)**

- **AC** - After Closed, Terminated, Completed, Expired, Settled
- **AV** - As Long As Administratively Valuable
- **US** - Until Superseded
- **CE** - Calendar Year End
- **FE** - Fiscal Year End
- **LA** - Life of Asset
- **PM** - Permanent
- **MO** - Months
- **DA** - Days

**ARCHIVAL CODES (Field 8)**

- **R** - Review by StateArchivist
- **E** - Exempt from sending

**VITAL Record (Include in Field 9)**
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<td>1.1.011 6941</td>
<td>EXECUTIVE ORDERS (INITIATES, RESCINDS, OR AMENDS A REGULATION, POLICY OR PROCEDURE THAT GOVERNS PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY)</td>
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<td>1.1.013 2895</td>
<td>DESK CALENDARS/APPOINTMENT BOOKS</td>
<td>CE+1 CE+1 R ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
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<td>1.1.014 873</td>
<td>LEGAL OPINIONS</td>
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<td>PUBLIC INFORMATION REQUESTS - NOT EXEMPTED</td>
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<td>PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)</td>
<td>AC+2 AC+2 AC=DATE OF DENIAL</td>
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<td>ORGANIZATION CHARTS</td>
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<td>1.1.038 2912</td>
<td>CUSTOMER SURVEYS</td>
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**NOTES:**
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- VITAL Code - VITAL Record (Include in Field 9)
- R - Review by State Archivist
- E - Exempt from sending

**RECORDS RETENTION SCHEDULE**
- **Agency:** Texas Department of State Health Services
- **Retention Period:**
  - **Records:** 10/4/2017
  - **Updated (with or without amendment):** 10/4/2017
  - **Recertified:** 5/23/2012
  - **Amendment Approved:** 2/19/2014
- **Archival:**
  - **Field 8:** ARCHIVAL CODES
  - **R - Review by State Archivist**
  - **A - Transfer to State Archivist**
  - **E - Exempt from sending**
- **VITAL Record:**
  - **Field 9:** VITAL Record (Include in Field 9)
## State of Texas
### Records Retention Schedule

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

Automated Facsimile of SLR-105  
Agency: Texas Department of State Health Services

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**BUDGET SECTION**

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<td>TRANSITORY INFORMATION</td>
<td>AC</td>
<td>AC</td>
<td><strong>AC</strong>=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>STAFF MEETING MINUTES</td>
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<td>AGENCY PERFORMANCE MEASURES DOCUMENTATION</td>
<td>FE+3</td>
<td>FE+3</td>
<td><strong>Vital Record.</strong> DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN &amp; PERFORMANCE MEASURES TO MANAGE AGENCY.</td>
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<td>1.1.067</td>
<td>5536</td>
<td>REPORTS &amp; STUDIES (NON-FISCAL)</td>
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<td><strong>R</strong> ALL ADMINISTRATIVE REPORTS ARE PRODUCED ELECTRONICALLY AND ARE PRINTED AS NEEDED. 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>1.1.068</td>
<td>855</td>
<td>REPORTS - REPORTS ON PERFORMANCE MEASURES</td>
<td>AC+6</td>
<td>AC+6</td>
<td><strong>AC</strong>=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS</td>
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<td>AGENCY RULES, POLICIES AND PROCEDURES-FINAL</td>
<td>AC+3</td>
<td>AC+3</td>
<td><strong>R</strong> Vital Record. <strong>AC</strong>=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.</td>
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<td>6939</td>
<td>AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES</td>
<td>AC+3</td>
<td>AC+3</td>
<td><strong>R</strong> Vital Record. <strong>AC</strong>=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.</td>
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<td>1.1.074</td>
<td>849</td>
<td>SUNSET ADVISORY REPORT AND DOCUMENTATION</td>
<td>AC+3</td>
<td>AC+3</td>
<td><strong>AC</strong>=AFTER THE SUBSEQUENT SUNSET REVIEW.</td>
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**RETENTION CODES (Field 7)**

- **AC** - After Closed, Terminated, Completed, Expired, Settled
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**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
### Records Retention Schedule

**State of Texas**  
**Records Retention Schedule**

**1. Agency Code:** 537  
**3. Agency:** Texas Department of State Health Services

<table>
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<th>Item #</th>
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<th>Retention Period</th>
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<tr>
<td>1.2.003</td>
<td>FORMS HISTORY FILE</td>
<td>AC+1</td>
<td>AC+1</td>
<td>AC=DISCONTINUANCE OF USE OF FORM</td>
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<td>2.2.004</td>
<td>COMPUTER JOB SCHEDULES &amp; REPORTS</td>
<td>3 MO</td>
<td>3 MO</td>
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<td>2.2.016</td>
<td>SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS</td>
<td>LA+3</td>
<td>LA+3</td>
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<tr>
<td>3.1</td>
<td>GRIEVANCE RECORDS</td>
<td>AC+2</td>
<td>AC+2</td>
<td>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</td>
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<tr>
<td>3.1</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. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN CAPP TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARD TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.</td>
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<td>3.1.014</td>
<td>EMPLOYMENT SELECTION RECORDS (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)</td>
<td>2</td>
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<td>Vital Record maintained by CAPP only. Send all records to CAPP. CAPP HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.</td>
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**RETENTION CODES (Field 7)**  
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**ARCHIVAL CODES (Field 8)**  
R - Review by State Archivist  
A - Transfer to State Archivist  
DA - Days  

**VITAL Record (Include in Field 9)**  
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### Records Retention Schedule

**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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<td>3.1.019 1233</td>
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<td>3.1.023 2924</td>
<td>PEFORMANCE APPRAISALS/JOURNALS</td>
<td>AC+5</td>
<td>AC+5</td>
<td>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.</td>
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<tr>
<td>3.1.037 2934</td>
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<td>POSITION JOB DESCRIPTIONS</td>
<td>AC+4</td>
<td>AC+4</td>
<td>VITAL Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.</td>
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<td>EMPLOYEE RECOGNITION RECORDS</td>
<td>AC+5</td>
<td>AC+5</td>
<td>AC=TERMINATION OF EMPLOYMENT; FORWARD PRINTED COPY TO HHS MANAGER FOR HUMAN RESOURCE RECORDS FOR EMPLOYEE MASTER PERSONNEL FILE.</td>
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<td>3.4.007 830</td>
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<td>OVERTIME AUTHORIZATION</td>
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<td>TIME OFF AND/OR SICK LEAVE REQUESTS</td>
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<td>PURCHASE VOUCHERS</td>
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**VITAL Record (Include in Field 9)**

Page 5
### 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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Amendment Approved: 2/19/2014

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<th>7. Retention Period</th>
<th>8. Archival</th>
<th>9. Remarks</th>
</tr>
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<tbody>
<tr>
<td>4.5.006</td>
<td>2941</td>
<td></td>
<td>ANNUAL OPERATING BUDGETS</td>
<td>FE+3</td>
<td>FE+3</td>
<td>(INCLUDES TCADA BUDGET ENTRY DOCUMENTS, BOTH USAS &amp; SOURCE WORKPAPERS; ALLOCATION OF APPROPRIATIONS AND SUBSEQUENT REVISIONS)</td>
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<tr>
<td>4.6.001</td>
<td>5549</td>
<td></td>
<td>BALANCING RECORDS (REMITTANCE AND STATUS REPORTS - WIC AND NHIC STAR)</td>
<td>FE+5</td>
<td>FE+5</td>
<td>RETENTION BASED ON NHIC REQUIREMENTS.</td>
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<tr>
<td>4.6.002</td>
<td>1228</td>
<td></td>
<td>RECONCILIATIONS - MONTHLY REVENUE RECONCILIATION</td>
<td>FE+1 2</td>
<td>FE+3</td>
<td>(MAY REMOVE FROM SCHEDULE AFTER DESTROYED APPROXIMATELY 9/1/07 OR INTEGRATED IN DSHS RECORDS, WHICHER OCCURS FIRST)</td>
</tr>
<tr>
<td>4.7.010</td>
<td>2943</td>
<td></td>
<td>LONG-TERM LIABILITY RECORDS (BONDS, ETC.)</td>
<td>AC+3</td>
<td>AC+3</td>
<td>Vital Record. AC=RETIREMENT OF DEBT</td>
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<tr>
<td>5.1.014</td>
<td>6942</td>
<td></td>
<td>OFFICE PROCEDURES (MANUAL, GUIDELINES, OR SIMILAR RECORDS THAT ESTABLISH STANDARD OFFICE PROCEDURES FOR AN AGENCY)</td>
<td>US+1</td>
<td>US+1</td>
<td></td>
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<tr>
<td>5.3</td>
<td>4397</td>
<td></td>
<td>PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION</td>
<td>FE+3</td>
<td>FE+3</td>
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<tr>
<td>5.4.012</td>
<td>2945</td>
<td></td>
<td>SECURITY ACCESS RECORDS</td>
<td>AC+2</td>
<td>AC+2</td>
<td>Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHER IS SOONER.</td>
</tr>
</tbody>
</table>

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**RECORDS SERIES**

**Series Item #**

2. Agency Code: 537  
3. Agency: Texas Department of State Health Services

---

**RECORDS SERIES TITLE**

4. Records Series Title

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**RECORDS SERIES TITLE**

5. Agency Code: 537  
6. Records Series Title

---

**RECORDS SERIES TITLE**

7. Retention Period

---

**RECORDS SERIES TITLE**

8. Archival

---

**RECORDS SERIES TITLE**

9. Remarks

---

**RECORDS SERIES TITLE**

10. 106 No.

---

**RECORDS SERIES TITLE**

11. Agency

---

**RECORDS SERIES TITLE**

12. Storage

---

**RECORDS SERIES TITLE**

13. Total

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**RECORDS SERIES TITLE**

14. 106 No.