

State of Texas
Records Retention Schedule

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

___ ORIGINAL SUBMISSION
X RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

Automated Facsimile of SLR-105

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

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

505 - CANCER EPIDEMIOLOGY AND SURVEILLANCE BRANCH

	2578	CANCER REGISTRY DIVISION TRACKING SYSTEM (HOSPITALS)	US		US			
	2583	CANCER REGISTRY DIVISION TRANSMITTAL FORM	AV		AV		FORMS CONTAIN DATA USED TO DEVELOP AND MAINTAIN THE CANCER REGISTRY TRACKING SYSTEM	
	2589	MORTALITY & INCIDENCE REPORTS	AV		AV	A		
	2594	CANCER REGISTRY DIVISION ACCESSION REGISTER	AV		AV		NUMERICAL LISTING OF ABSTRACTS	
	2596	TDH/DSHS CONFIDENTIAL CANCER REPORTING FORM	PM	PM	PM		MICROFORM AND ELECTRONIC IMAGES. MICROFILMING WAS DISCONTINUED. RECORDS ARE MAINTAINED IN A DATABASE. REPORTING ENTITIES ENTER INFORMATION DIRECTLY INTO A DATABASE.	
	4148	CANCER CLUSTER INVESTIGATIONS	4		4			
	6995	CANCER REGISTRY MEDICAL RECORDS/PATHOLOGY REPORTS RECEIVED	3 MO		3 MO		SELECT INFORMATION ENTERED INTO DATABASE (SEE AGENCY ITEM NUMBER 2596)	
1.1	4147	DATA REQUESTS	2		2			
1.1	6835	TEXAS CANCER REGISTRY BREACH OF CONFIDENTIALITY REPORT	AC+3		AC+3		Vital Record. AC=AFTER NOTIFICATION SENT TO AFFECTED PARTIES AND REMEDIATION ACTIVITIES COMPLETED. INCLUDES SUPPORTING DOCUMENTATION ATTACHED TO THE REPORT. RISK MANAGEMENT REPORTING, INVESTIGATION AND REMEDIATION OF BREACH OF CONFIDENTIAL INFORMATION.	
1.1.006	1720	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	

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1.1.007	2580	ADMINISTRATIVE CORRESPONDENCE (INCLUDING REGIONAL) (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. IF CORRESPONDENCE CONTAINS PATIENT NAMES IT MUST BE HANDLED AS CONFIDENTIAL. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.008	2582	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2		INCLUDES SOME E-MAIL
1.1.013	4333	DESK CALENDARS/APPOINTMENT BOOKS	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.
1.1.020	5661	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	5662	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2		Vital Record. AC=DATE OF DENIAL OF REQUEST
1.1.040	302	SPEECHES	AC	AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.040	303	REPORTS AND PAPERS - CONFERENCE	AC	AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.

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1.1.057	1284	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	306	MEETING MINUTES/NOTES STAFF	1	1			
1.1.064	180	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE+3	FE+3			Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.
1.1.069	2593	ADMINISTRATIVE REPORTS	1	1			
1.1.070	2586	HANDBOOK FOR COMPLETING CONFIDENTIAL CANCER REPORTING FORM- FINAL	AC+3	AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	4201	AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.3.001	4241	RECORD COPIES OF 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	2588	ORIGINALS OF PUBLICATION/PRINTING MATERIALS	AV	AV	R		

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2.1.009	295	TECHNICAL DOCUMENTATION (SYSTEM AND FILE DOCUMENTATION)	AC	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.
2.2.016	5988	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3	LA+3		Vital Record.
3.1	6709	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC	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	4623	EMPLOYEE COUNSELING RECORDS	AC+3	AC+3	AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.
3.1.014	1283	EMPLOYMENT SELECTION NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)	2	2	2		Vital Record maintainted by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.
3.1.023	2618	JOB POSITION DESCRIPTIONS	AC+4	AC+4	AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.

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3.3.023	5469	REQUESTS AND AUTHORIZATIONS FOR TRAVEL	FE+3	FE+3	TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.
4.7.008	6884	FEDERAL GRANT INFORMATION	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).
5.1.004	308	MAIL & TELECOMMUNICATIONS LISTINGS	US	US	Vital Record.
5.2.010	2624	EQUIPMENT MANUALS	LA	LA	Vital Record.
5.4.012	7187	WEB PLUS ACCOUNT FORMS	AC+2	AC+2	AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.
5.4.012	7188	CESB CONFIDENTIALITY AGREEMENTS	AC+2	AC+2	AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.
5.4.012	7189	SECURITY ACCESS RECORDS/DATA EXCHANGE AGREEMENTS	AC+2	AC+2	AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.
5.4.013	296	DISASTER PREPAREDNESS AND RECOVERY PLAN	US	US	Vital Record.

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