### Records Series Title

<table>
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<tr>
<td>LANGUAGE TRANSLATION DOCUMENTS</td>
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<tr>
<td>CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS AND THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)</td>
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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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<td>ITINERARY INFORMATION</td>
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<td>CE+1</td>
<td>R</td>
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<td>LEGAL OPINIONS AND ADVICE</td>
<td>AV</td>
<td>AV</td>
<td>R</td>
</tr>
<tr>
<td>NEWS RELEASES</td>
<td>2</td>
<td>2</td>
<td>R</td>
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<tr>
<td>NEWS FEATURES</td>
<td>2</td>
<td>2</td>
<td>R</td>
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<td>COMMISSIONER'S COMMENTARIES</td>
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### Retention Codes (Field 7)

- AC - After Closed, Terminated, Completed, Expired, Settled
- AV - As Long As Administratively Valuable
- CE - Calendar Year End
- DA - Days
- FE - Fiscal Year End
- 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- US - Until Superseded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)

- V - Vital Record

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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

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.
### State of Texas
### Records Retention Schedule

**Recertified:** 5/23/2012  
**Amendment Approved:** 2/19/2014

Automated Facsimile of SLR-105  
2. **Agency Code:** 537  
3. **Agency:** Texas Department of State Health Services

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<th>Archival</th>
<th>Remarks</th>
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<td>1.1.040</td>
<td>AC</td>
<td>AC</td>
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<td>AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.</td>
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<td>1.1.057</td>
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<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>1.3.001</td>
<td>AC+2</td>
<td>AC+2</td>
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<td>AC=UNTIL SUPERSEDED OR OBSOLETE. WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE TO PUBLIC FOR AT LEAST SIX MONTHS. 13 TAC RULE 3.4(B). THEN RETAINED TO MEET THEIR RECORDS SERIES RETENTION PERIOD OR THE PERIOD FOR PUBLICATIONS, WHICHERVER IS LONGER. REQUIRED NUMBER OF COPIES PRINTED AT HHS PRINTING ARE SENT TO CLEARINGHOUSE. IF OUTSIDE PRINTER, PROGRAM MUST SEND REQUIRED NUMBER OF COPIES TO HHS PRINTING FOR SUBMISSION TO CLEARINGHOUSE.</td>
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**RECORDS RETENTION SCHEDULE**

**ARCHIVAL CODES (Field 8)**

- **A** - Transfer to State Archivist  
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**VITAL Record (Include in Field 9)**

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- **PM** - Permanent  
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- **DA** - Days
## 829 - COMMUNICATIONS UNIT

<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Agency Code: 537</th>
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<td>3.1</td>
<td>6745</td>
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<td>3.1.014</td>
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<td>EMPLOYMENT SELECTION RECORDS (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)</td>
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<td>3.1.019</td>
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<td>PERFORMANCE APPRAISALS/JOURNALS</td>
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<td>POSITION JOB DESCRIPTIONS</td>
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<td>618</td>
<td>OVERTIME AUTHORIZATION</td>
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# Records Retention Schedule

**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

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<td>3.4.007</td>
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<td>TIME OFF AND/OR LEAVE REQUESTS</td>
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<td>BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.</td>
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<td>CONTRACTS</td>
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<td>(INCLUDES BID REQUISITION, INVITATIONS TO BID, RFPs, BID SPECIFICATIONS, ACCEPTED AND REJECTED BIDS, BID TABULATIONS/EVALUATIONS.)</td>
</tr>
</tbody>
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