# 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

<table>
<thead>
<tr>
<th>Records Series Item #</th>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Agency Code: 537</td>
<td>3. Agency: Texas Department of State Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth Column</td>
<td>Fifth Column</td>
<td>Sixth Column</td>
<td>Seventh Column</td>
</tr>
</tbody>
</table>

## 520 - CONTRACT MANAGEMENT UNIT (Disease Control & Prevention Services)

1. **1.1 3862 CONTRACT SITE VISIT REVIEWS AND CONTRACTOR MONITORING**  
   - Retention Period: **AC+7**  
   - Archival: **AC+7**  
   - Remarks: AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS. CONTRACTOR SITE VISIT REPORTS AND OTHER PERTINENT DOCUMENTATION RELATING TO MONITORING OF CONTRACTORS; SUBJECT TO AUDIT. CATEGORIZATION OF CONTRACTORS FOR MONITORING PURPOSES IS BASED ON RISK ASSESSMENT; THUS, UP TO SIX YEARS OF RECORDS MAY BE NECESSARY TO ASSIGN A CONTRACTOR TO A RISK CATEGORY.

2. **1.1.008 3760 LOCAL HEALTH DEPARTMENT WORKING FILES (CORRESPONDENCE)**  
   - Retention Period: **1**  
   - Archival: **2**  
   - Remarks: **3**  
   - Archival: **13-537-356**

3. **4.5.006 3836 LOCAL HEALTH DEPARTMENT BUDGETS**  
   - Retention Period: **FE**  
   - Archival: **3**  
   - Remarks: **FE+3**  
   - Archival: **13-537-567**

4. **5.1.001 6977 FEDERAL GRANT APPLICATIONS AND CONTRACTS**  
   - Retention Period: **AC+7**  
   - Archival: **AC+7**  
   - Remarks: **Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS**

5. **5.1.001 6978 CONTRACTS & AWARDED RFPs FOR AWARDED CONTRACTS**  
   - Retention Period: **AC+7**  
   - Archival: **AC+7**  
   - Remarks: **Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS**

6. **5.3.007 3366 REQUESTS FOR PROPOSALS**  
   - Retention Period: **FE+3**  
   - Archival: **FE+3**  
   - Remarks: **IF CONTRACT AWARDED, RFPS ARE FILED WITH CONTRACTS AND RETAINED AC+4**

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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
- **FE** - Fiscal Year End
- **LA** - Life of Asset
- **MO** - Months
- **PM** - Permanent
- **US** - Until Superseded
- **DA** - Days

### 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
- **U** - Unfiled