895 - COUNTY INDIGENT HEALTH CARE

<table>
<thead>
<tr>
<th>Item #</th>
<th>Agency Code</th>
<th>Item #</th>
<th>Agency: Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td>1.1</td>
<td>551</td>
<td>COUNTY REVIEWS</td>
<td>5</td>
<td>5</td>
<td>(AC+1)</td>
<td>4</td>
</tr>
<tr>
<td>1.1.006</td>
<td>4586</td>
<td>COMPLAINT FILES</td>
<td>(AC+2)</td>
<td>(AC+2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.007</td>
<td>5060</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>
<td>4</td>
<td>4</td>
<td>R</td>
<td>Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
</tr>
<tr>
<td>1.1.008</td>
<td>5462</td>
<td>GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)</td>
<td>2</td>
<td>2</td>
<td></td>
<td>INCLUDES SOME E-MAIL.</td>
</tr>
<tr>
<td>1.027</td>
<td>1008</td>
<td>LEGISLATIVE ANALYSIS</td>
<td>AV</td>
<td>AV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.057</td>
<td>3719</td>
<td>TRANSITORY INFORMATION</td>
<td>AC</td>
<td>AC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.058</td>
<td>548</td>
<td>MEETING AGENDAS AND MINUTES</td>
<td>PM</td>
<td>PM</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>1.060</td>
<td>7270</td>
<td>MEETINGS, AUDIO OR VIDEOTAPES OF OPEN</td>
<td>(AC+90DAYS)</td>
<td>(AC+90DAYS)</td>
<td></td>
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</table>
# State of Texas

## Records Retention Schedule

**Records Series Item #**

<table>
<thead>
<tr>
<th>Agency Code</th>
<th>Storage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01062</td>
<td>2</td>
<td>A</td>
</tr>
</tbody>
</table>

**Agency**

- Texas Department of State Health Services

**Retention Period**

- **Vital Record**: After Closed, Terminated, Completed, Expired, Settled
- **Life of Asset**: Life of Asset
- **Permanent**: Permanent
- **Calendar Year End**: Calendar Year End
- **Fiscal Year End**: Fiscal Year End
- **Months**: Months
- **Days**: Days
- **Until Superseded**: Until Superseded
- **As Long As Administratively Valuable**: As Long As Administratively Valuable
- **Exempt from sending**: Exempt from sending

**Archival Codes (Field 8)**

- **Review by State Archivist**: R
- **Transfer to State Archivist**: A
- **Exempt from sending**: E

**VITAL Record (Include in Field 9)**

- **As Long As Administratively Valuable**: AV
- **Until Superseded**: US
- **Calendar Year End**: CE
- **Fiscal Year End**: FE
- **Permanent**: PM
- **Life of Asset**: LA
- **Months**: MO
- **Days**: DA

**Remarks**

- IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
- Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

**Series Item #**

- **1.1.062**: MEETINGS - SUPPORTING DOCUMENTATION
- **1.1.067**: REPORTS & STUDIES (NON-FISCAL)
- **1.1.070**: POLICIES AND PROCEDURES- FINAL
- **1.1.071**: RULES, POLICIES AND PROCEDURES-WORKING FILES
- **1.3.001**: PUBLICATIONS
- **1.3.002**: PUBLICATION DEVELOPMENT FILES
- **2.2.016**: SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS
## Records Retention Schedule

**State of Texas**  
Records Retention Schedule

**Recertified:** 5/23/2012  
**Updated (with or without amendment):** 10/3/2017

**Agency:** Texas Department of State Health Services

### Records Series Title: COUNTY INDIGENT HEALTH CARE

<table>
<thead>
<tr>
<th>Item #</th>
<th>Agency Code</th>
<th>Series Item #</th>
<th>Item #</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>537</td>
<td>6755</td>
<td>AC</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>
</tr>
<tr>
<td>3.1.006</td>
<td>5062</td>
<td>AC+3</td>
<td>AC+3</td>
<td>EMPLOYEE COUNSELING NOTES</td>
<td>AC+3</td>
<td>AC+3</td>
<td>MAY CONTAIN CONFIDENTIAL DATA; AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.</td>
</tr>
<tr>
<td>3.1.014</td>
<td>4192</td>
<td>2</td>
<td>2</td>
<td>EMPLOYMENT SELECTION RECORDS (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)</td>
<td>2</td>
<td>2</td>
<td>VITAL Record maintained by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.</td>
</tr>
<tr>
<td>3.1.019</td>
<td>550</td>
<td>AC+5</td>
<td>AC+5</td>
<td>PERFORMANCE 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>
</tr>
<tr>
<td>3.1.023</td>
<td>553</td>
<td>AC+4</td>
<td>AC+4</td>
<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>
</tr>
<tr>
<td>3.4.004</td>
<td>4898</td>
<td>FE+5</td>
<td>FE+5</td>
<td>OVERTIME AUTHORIZATION</td>
<td>FE+5</td>
<td>FE+5</td>
<td>BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.</td>
</tr>
</tbody>
</table>

### RETENTION CODES (Field 7)

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

### ARCHIVAL CODES (Field 8)

- **R**: Transfer to State Archivist
- **AV**: As Long As Administratively Valuable
- **US**: Until Superseded

### VITAL Record (Include in Field 9)

- **A**: Review by State Archivist
- **E**: Exempt from sending
### Records Retention Schedule

**Agency:** Texas Department of State Health Services  

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<thead>
<tr>
<th>Records Series Title</th>
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<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME OFF AND SICK LEAVE REQUESTS</td>
<td>FE+5</td>
<td>FE+5</td>
<td>BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.</td>
</tr>
<tr>
<td>COUNTY FINANCIAL REPORTS</td>
<td>FE+3</td>
<td>FE+3</td>
<td></td>
</tr>
</tbody>
</table>

**RetentionPolicy 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
- **PM** - Permanent
- **LA** - Life of Asset
- **DA** - Days

**Archival Codes (Field 8):**
- **R** - Review by State Archivist
- **A** - Transfer to State Archivist
- **E** - Exempt from sending

**VITAL Record (Include in Field 9):**
- **V** - Vital Record (Include in Field 9)