

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/3/2017**

___ 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			

131 - DSHS COUNCIL

1.1	867	ADVISORY COMMITTEE FILES		AV				
1.1.007	893	CORRESPONDENCE, ADMINISTRATIVE MEMOS, LETTERS RELATING TO THE OPERATION OF THE OFFICE OF THE BOARD OF HEALTH (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. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.008	894	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)		2		2		INCLUDES SOME E-MAIL.
1.1.013	896	ITINERARY INFORMATION APPOINTMENT CALENDARS, SCHEDULES, DESK CALENDARS, AND OTHER SCHEDULE MATERIAL		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.
1.1.057	558	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.
1.1.058	897	MEETING MINUTES, ATTACHMENTS, AND AGENDAS OF THE TEXAS BOARD OF HEALTH		PM		PM	A	

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US -Until Superseded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)

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

VITAL Record (Include in Field 9)

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1.1.058	3690	MEETING MINUTES, ATTACHMENTS, AND AGENDAS - STATE BOARD, COMMITTEES, COMMISSIONS	PM	PM	A	AGENCY RETAINS PERMANENT RECORD COPY. THE ARCHIVAL REQUIREMENT WILL BE MET BY SENDING A COPY TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.
1.1.060	1758	MEETINGS - AUDIO & VIDEOTAPES	AC+90 DA	AC+90 DA		AUDIOCASSETTES; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY.
1.1.070	900	POLICIES & PROCEDURES MANUALS STATEMENTS OF THE AGENCY'S MAJOR FUNCTIONS AND THE METHODS OF IMPLEMENTATION; MANUAL OF FUNCTIONS & PROCEDURES OF THE DSHS COUNCIL-FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
3.3.023	4463	REQUESTS AND AUTHORIZATIONS FOR REIMBURSABLE ACTIVITIES, TRAVEL, ETC	FE+3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.

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