# State of Texas
Records Retention Schedule

**Records Series Title:** DISASTER BEHAVIORAL HEALTH SERVICES BRANCH

<table>
<thead>
<tr>
<th>106 No.</th>
<th>1.1.007</th>
<th>1.1.008</th>
<th>1.1.011</th>
<th>1.1.013</th>
<th>1.1.024</th>
<th>1.1.038</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</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>GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)</td>
<td>EXECUTIVE ORDERS - INITIATES, RESCINDS, OR AMENDS A REGULATION, POLICY OR PROCEDURE THAT GOVERNS PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY.</td>
<td>CALENDARS, APPOINTMENT AND ITINERARY RECORDS</td>
<td>PLANS AND PLANNING RECORDS</td>
<td>CUSTOMER SURVEYS</td>
</tr>
<tr>
<td>Storage</td>
<td>4</td>
<td>2</td>
<td>US+3</td>
<td>CE+1</td>
<td>AC+3</td>
<td>AC</td>
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<tr>
<td>Total</td>
<td>4</td>
<td>2</td>
<td>US+3</td>
<td>CE+1</td>
<td>AC+3</td>
<td>AC</td>
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<tr>
<td>Retention Period</td>
<td>Vital Record. POLICIES AND PROCEDURES. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
<td>INCLUDES SOME E-MAIL.</td>
<td>Vital Record.</td>
<td>INCLUDES OUTLOOK CALENDAR. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
<td>AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS</td>
<td>AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.</td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
<td></td>
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</tbody>
</table>

**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

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

**Vital Record (Include in Field 9):**
- **AV:** As Long As Administratively Valuable
- **E:** Exempt from sending
### Records Retention Schedule

State of Texas  
Records Retention Schedule  
Page 2

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

Automated Facsimile of SLR-105  
2. Agency Code: 537  
3. Agency: Texas Department of State Health Services  
4. Series Item #  
5. Agency Item #  
6. Records Series Title  
7. Retention Period  
8. Archival  
9. Remarks

<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Agency Item #</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>646</td>
<td></td>
<td>DISASTER BEHAVIORAL HEALTH SERVICES BRANCH</td>
<td></td>
<td></td>
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</table>

**1.1.043**  
**7003**  
**TRAINING MATERIALS**  
US+1  
US+1  
(Instruction materials developed by an agency for training entities or individuals it regulates or serves. Not internal training materials.)

**1.1.057**  
**7004**  
**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**  
**7005**  
**STAFF MEETING MINUTES AND NOTES**  
1  
1  
(RAW DATA DOES NOT INCLUDE CUSTOMER SURVEYS. SEE 1.1.038)

**1.1.065**  
**7006**  
**REPORTS AND STUDIES (NON-FISCAL) - RAW DATA**  
AV  
AV  
(RAW DATA DOES NOT INCLUDE CUSTOMER SURVEYS. SEE 1.1.038)

**1.1.067**  
**7007**  
**REPORTS AND STUDIES (NON-FISCAL)**  
3  
3  
R  
IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.

**1.1.069**  
**7008**  
**REPORTS - ACTIVITY**  
1  
1  
REPORTS COMPILLED BY STAFF ON A DAILY OR PERIODIC BASIS PERTAINING TO WORKLOAD MONITORING, TASK COMPLETION TIMES, NUMBER OF PUBLIC CONTACTS, ETC.

**1.2.003**  
**7009**  
**FORMS HISTORY FILE**  
AC+1  
AC+1  
AC=DISCONTINUANCE OF USE OF FORM

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**RETENTION CODES (Field 7)**  
AC - After Closed, Terminated, Completed, Expired, Settled  
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US - Until Superseded  
CE - Calendar Year End  
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LA - Life of Asset  
MO - Months  
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**ARCHIVAL CODES (Field 8)**  
R - Review by StateArchivist  
A - Transfer to State Archivist  
E - Exempt from sending  
VITAL Record (Include in Field 9)
### 646 - DISASTER BEHAVIORAL HEALTH SERVICES BRANCH

<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Agency</th>
<th>Item #</th>
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<th>Remarks</th>
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<td>1.3.001</td>
<td>AC+2</td>
<td>7010</td>
<td>AC+2</td>
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<td>STATE PUBLICATIONS</td>
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<td>1.3.002</td>
<td>AV</td>
<td>7011</td>
<td>AV</td>
<td>R</td>
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<td>PUBLICATION DEVELOPMENT FILES</td>
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<td>INCLUDES COMMENTS FROM STAKEHOLDERS IN THE CREATION OF A PUBLICATION.</td>
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<td>2.2.016</td>
<td>LA+3</td>
<td>7012</td>
<td>LA+3</td>
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<td>Vital Record.</td>
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<td>SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS</td>
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<td>3.1</td>
<td>AC</td>
<td>7013</td>
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<td>POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)</td>
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<td>EMPLOYEE COUNSELING NOTES</td>
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<tr>
<td>3.1.014</td>
<td>2</td>
<td>7015</td>
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<td>Vital Record maintained by CAPPs only. Send all records to CAPPs. CAPPs HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.</td>
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<td>EMPLOYMENT SELECTION RECORDS (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)</td>
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</tbody>
</table>

### RETENTION CODES (Field 7)
- AC: After Closed, Terminated, Completed, Expired, Settled
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### ARCHIVAL CODES (Field 8)
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### VITAL Record (Include in Field 9)
- VITAL - As Long As Administratively Valuable
### State of Texas

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

Automated Facsimile of SLR-105

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

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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3.023</td>
<td>7016</td>
<td>REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN</td>
<td>FE+3</td>
<td>FE+3</td>
<td>INCLUDES TRAVEL, EDUCATIONAL LEAVE, COLLEGE CLASSES OR WORKSHOPS. TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.</td>
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<td>3.3.025</td>
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<td>JOB PROCEDURE RECORDS</td>
<td>US+3</td>
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<td>3.3.030</td>
<td>7018</td>
<td>TRAINING ADMINISTRATION RECORDS</td>
<td>US+2</td>
<td>US+2</td>
<td>(MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICIES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPS. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS). Employee Certificates associated with this training must be forwarded to HHS-Human Resources for Employee Personnel File.</td>
<td></td>
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<tr>
<td>4.2.002</td>
<td>7019</td>
<td>ACCOUNTS RECEIVABLE FILES</td>
<td>FE+3</td>
<td>FE+3</td>
<td>INCLUDES STUDENT REGISTRATION FEES; CISM; INVOICES.</td>
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<td>4.7.008</td>
<td>7020</td>
<td>FEDERAL GRANT RECORDS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).</td>
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<tr>
<td>5.1.001</td>
<td>7021</td>
<td>CONTRACTS</td>
<td>AC+7</td>
<td>AC+7</td>
<td>Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS</td>
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<tr>
<td>5.1.007</td>
<td>7022</td>
<td>REQUISITIONS FOR IN-AGENCY/INTER-AGENCY COPY/PRINTING SERVICE</td>
<td>AV</td>
<td>AV</td>
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