# Texas Department of State Health Services

## Records Retention Schedule

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

**Records**

<table>
<thead>
<tr>
<th>Item #</th>
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<td>1204</td>
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<td>1Y6MO</td>
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<td>1319</td>
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<td>6YR6MO</td>
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<td>2237</td>
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<td>2387</td>
<td>AC+6 MO</td>
<td>6Y6MO</td>
<td>AC+7</td>
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<td>3590</td>
<td>FE+3MO</td>
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**Series Item #**

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</thead>
<tbody>
<tr>
<td>537</td>
<td></td>
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</table>

**Retention Period**

- 6 MO: 6 Months
- 1Y6MO: 1 Year 6 Months
- 2: 2 Years
- AC+6 MO: After Closed, 6 Months
- AC+7: After Closed, 7 Months
- FE+3MO: Fiscal Year End, 3 Months
- LF: Life of Asset
- PM: Permanent
- DA: Days
- CE: Calendar Year End
- MO: Months
- LA: Life of Asset
- DA: Days

**Archival Code**

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

**Remarks**

- CONTENTS OF FILES ARE OPEN EXCEPT FOR SOCIAL SECURITY INFORMATION. PAPER FILES ARE MICROFILMED AFTER ONE YEAR.

---

**Retention Codes**

- AC - After Closed, Terminated, Completed, Expired, Settled
- AV - As Long As Administratively Valuable
- US - Until Superseded

**Archival Codes**

- A - Transfer to State Archivist
- R - Review by State Archivist
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### Records Retention Schedule

**State of Texas**

**Records Retention Schedule**

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

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<tbody>
<tr>
<td>1.1</td>
<td>4660 CASE LISTS (SUPPLIED BY DEPARTMENT OF PUBLIC SAFETY FOR INVESTIGATION)</td>
<td>CE+3</td>
<td>CE+3</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>4663 SCHOOL RECORDS (CONTINUING EDUCATION CLASSES)</td>
<td>5</td>
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<td></td>
</tr>
<tr>
<td>1.1</td>
<td>4666 MAB MASTER NAME FILE (DRIVER'S LICENSE FILES)</td>
<td>75</td>
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<tr>
<td>1.1</td>
<td>4913 TRAINING RECORDS (CORRESPONDENCE)</td>
<td>6MO 6Y6MO 7</td>
<td></td>
<td>16-537-581</td>
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<tr>
<td>1.1</td>
<td>4914 CERTIFICATION RECORDS (APPLICATIONS - COMPLETE)</td>
<td>3MO 6Y9MO 7</td>
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<td>05-537-122</td>
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<tr>
<td>1.1</td>
<td>5405 EMS PROVIDER RECORDS</td>
<td>2 4 6</td>
<td></td>
<td>05-537-139</td>
</tr>
<tr>
<td>1.1</td>
<td>5820 TRAUMA FACILITY DESIGNATION FILES</td>
<td>AC+3 3 AC+6</td>
<td>AC=COMPLETION OF THIRD PHASE OR FAILURE TO COMPLETE FACILITY DESIGNATION.</td>
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<tr>
<td>1.1</td>
<td>5821 TRAUMA SERVICE AREA FILES</td>
<td>US 4 US+4</td>
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<tr>
<td>1.1040</td>
<td>4606 CONFERENCE PAPERS</td>
<td>AC AC R</td>
<td>AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.</td>
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<tr>
<td>1.3002</td>
<td>2245 PUBLICATION DEVELOPMENT FILES (TEST MASTERS &amp; WORK-UPS)</td>
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<tr>
<td>1.3002</td>
<td>4756 EMS MAGAZINE DEVELOPMENT FILES (BACKGROUND MATERIAL, DRAFT COPIES ARTWORK, PHOTO NEGATIVES, PRINTS, ETC.) THIS INCLUDES WORK PERFORMED INHOUSE &amp; OUTSIDE THE AGENCY.</td>
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### State of Texas Records Retention Schedule

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

Automated Facsimile of SLR-105

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<td>2.1.002 5825</td>
<td>EMS/TRAUMA SYSTEMS COORDINATION</td>
<td>AC</td>
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<td>304 - EMS/TRAUMA SYSTEMS COORDINATION</td>
<td>Vital Record. AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.</td>
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<td>2.1.007 5829</td>
<td>SOFTWARE PROGRAMS-EMERGENCY INFO SYSTEM</td>
<td>AC</td>
<td>AC</td>
<td>304 - EMS/TRAUMA SYSTEMS COORDINATION</td>
<td>Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94</td>
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<td>4.7.008 5830</td>
<td>FEDERAL GRANT INFORMATION ON FILE</td>
<td>AC+3</td>
<td>AC+3</td>
<td>5830 - FEDERAL GRANT INFORMATION ON FILE</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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<td>5.1.001 4763</td>
<td>GRANTS - CONTRACTS, APPLICATIONS, ETC. (LOCAL PROJECT GRANTS, 911 SB102 GRANTS, HOSPITAL GRANTS)</td>
<td>AC+7</td>
<td>AC+7</td>
<td>5830 - FEDERAL GRANT INFORMATION ON FILE</td>
<td>Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS</td>
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<td>CONTRACTS</td>
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<td>MAILING RECORDS, (SUBSCRIPTIONS TO EMS MESSENGER)</td>
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<td>AC+7</td>
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<td>Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS</td>
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<td>5.3.007 2882</td>
<td>BID DOCUMENTATION (INCLUDES TOBACCO GRANT RFP'S, APPLICATIONS &amp; REVIEWER'S COMMENTS)</td>
<td>FE+3</td>
<td>FE+3</td>
<td>5830 - FEDERAL GRANT INFORMATION ON FILE</td>
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- US - Until Superseded  
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- LA - Life of Asset  
- MO - Months  
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**Archival Codes (Field 8):**  
- A - Transfer to State Archivist  
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- E - Exempt from sending  

**Vital Record (Include in Field 9):**