

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			

304 - EMS/TRAUMA SYSTEMS COORDINATION								
	2029	PACKAGE DISASTER HOSPITAL	US		US			
1.1	1204	MEDICAL ADVISORY BOARD RECORDS (YESSES & NOS) INTEFILED ALPHA	6 MO	1Y6MO	2			05-537-310
1.1	1319	MEDICAL ADVISORY BOARD (YESSES & CLOSEOUTS) CASE # ORDER	6 MO	1Y6MO	2			05-537-311
1.1	1754	RETURNED CERTIFIED EMERGENCY SUSPENSION LETTERS	2		2			
1.1	2221	CERTIFICATION RECORDS (APPLICATIONS - INCOMPLETE/MAVERICK)	6 MO	6YR6MO	7			05-537-048
1.1	2237	ROSTERS (SCHOOLS FOR CERTIFICATION)	AV		AV			
1.1	2387	CONTINUING EDUCATION AUDITS	AC+6 MO	6Y6MO	AC+7		AC=FINAL REVIEW.	
1.1	3590	RECIPROCITY VERIFICATION FORMS	FE+3MO		FE+3MO			
1.1	3591	TWO-YEAR CONTINUING EDUCATION SUMMARY/CLEARED/EMERGENCY SUSPENSION LETTERS	6 MO	6Y6MO	7			05-537-317
1.1	3843	MEDICAL ADVISORY BOARD RECORDS (NO'S ONLY) CASE # ORDER	6 MO	1Y6MO	2			
1.1	4571	CERTIFICATION SCHOOL FILES	6		6		CONTENTS OF FILES ARE OPEN EXCEPT FOR SOCIAL SECURITY INFORMATION. PAPER FILES ARE MICROFILMED AFTER ONE YEAR.	

RETENTION CODES (Field 7)

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US - Until Superseded	PM - Permanent	LA - Life of Asset

ARCHIVAL CODES (Field 8)

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

VITAL Record (Include in Field 9)

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			

304 - EMS/TRAUMA SYSTEMS COORDINATION

1.1	4660	CASE LISTS (SUPPLIED BY DEPARTMENT OF PUBLIC SAFETY FOR INVESTIGATION)	CE+3		CE+3			
1.1	4663	SCHOOL RECORDS (CONTINUING EDUCATION CLASSES)	5		5			
1.1	4666	MAB MASTER NAME FILE (DRIVER'S LICENSE FILES)	75		75			
1.1	4913	TRAINING RECORDS (CORRESPONDENCE)	6MO	6Y6MO	7			16-537-581
1.1	4914	CERTIFICATION RECORDS (APPLICATIONS - COMPLETE)	3 MO	6Y9MO	7			05-537-122
1.1	5405	EMS PROVIDER RECORDS	2	4	6			05-537-139
1.1	5820	TRAUMA FACILITY DESIGNATION FILES	AC+3	3	AC+6		AC=COMPLETION OF THIRD PHASE OR FAILURE TO COMPLETE FACILITY DESIGNATION.	
1.1	5821	TRAUMA SERVICE AREA FILES	US	4	US+4			
1.1.040	4606	CONFERENCE PAPERS	AC		AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.3.002	2245	PUBLICATION DEVELOPMENT FILES (TEST MASTERS & WORK-UPS)	AV		AV	R		
1.3.002	4756	EMS MAGAZINE DEVELOPMENT FILES (BACKGROUND MATERIAL, DRAFT COPIES ARTWORK, PHOTO NEGATIVES, PRINTS, ETC.) THIS INCLUDES WORK PERFORMED INHOUSE & OUTSIDE THE AGENCY.	AV		AV	R		

RETENTION CODES (Field 7)

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

ARCHIVAL CODES (Field 8)

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

VITAL Record (Include in Field 9)

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			

304 - EMS/TRAUMA SYSTEMS COORDINATION

2.1.002	5825	EMS CERTIFICATION & OTHER COMPUTER MASTER FILES	AC	AC	AC		Vital Record. AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY OT RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.
2.1.007	5829	SOFTWARE PROGRAMS-EMERGENCY INFO SYSTEM	AC	AC	AC		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
4.7.008	5830	FEDERAL GRANT INFORMATION ON FILE	AC+3	AC+3	AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).
5.1.001	4763	GRANTS - CONTRACTS, APPLICATIONS, ETC. (LOCAL PROJECT GRANTS, 911 SB102 GRANTS, HOSPITAL GRANTS)	AC+7	AC+7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.1.001	5618	CONTRACTS	AC+7	AC+7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.1.004	4751	MAILING RECORDS, (SUBSCRIPTIONS TO EMS MESSENGER)	US	US	US		
5.3.007	2882	BID DOCUMENTATION (INCLUDES TOBACCO GRANT RFP'S, APPLICATIONS & REVIEWER'S COMMENTS)	FE+3	FE+3	FE+3		

RETENTION CODES (Field 7)

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

ARCHIVAL CODES (Field 8)

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

VITAL Record (Include in Field 9)