

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			

813 - EMERGING & ACUTE INFECTIOUS DISEASE BRANCH

	6214	COMMUNICABLE DISEASE SURVEILLANCE FORMS AND RECORDS	AC+2	AC+2		AC=MONTH OF MMWR YEAR CLOSEOUT AS DETERMINED BY EAIDB (USUALLY MARCH OF THE FOLLOWING YEAR). DOES NOT INCLUDE HIV/STD OR TB SURVEILLANCE FORMS. CONVENIENCE COPIES OF SELECTED FORMS ARE RECEIVED FROM REGIONAL OFFICES.	
	6791	CONTAMINATED SHARPS INJURY DATABASE	AV	AV		DATA ENTERED IN SHARPS INJURY DATABASE AND INFORMATION VERIFIED BY INFECTIOUS DISEASE STAFF. DATA ASSEMBLED TO PRODUCE ANNUAL REPORT.	
1.1	4225	PROJECT LOG BOOKS	AC+3	AC+3		AC=DATE OF COMPLETION OF LAST PROJECT IN THE LOG BOOK.	
1.1	6518	COMMUNICABLE DISEASE SURVEILLANCE - DATABASE	AV	AV			
1.1	6519	MONTHLY WORKLOAD ACTIVITY REPORTS	AV	AV		REPORTS SHOW MONTHLY COMMUNICABLE DISEASE OUTBREAK INVESTIGATIONS.	
1.1.006	1721	COMPLAINT FILES	AC+2	AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.008	5751	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2		INCLUDES SOME E-MAIL	
1.1.020	6520	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1	AC+1		AC=DATE REQUEST FULFILLED.	
1.1.021	6521	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2		AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.	
1.1.023	4221	ORGANIZATION CHARTS	US	US	A		

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PM - Permanent

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1.1.024	1949	PROGRAM PLANNING RECORDS (PROGRAM REVIEWS, TETANUS SURVEILLANCE CASES INFANT DEATHS DUE TO TETANUS, & DIPHTHERIA PROGRAM REPORTS)	AC+3	AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS
1.1.040	1921	EPIDEMIOLOGY & DISEASE REPORTS	AC	AC	R	REPORTS DELIVERED TO CONFERENCES & MEETINGS; AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.040	6522	SPEECHES, PAPERS, AND PRESENTATIONS	AC	AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION
1.1.057	1978	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	5752	MEETING MINUTES/NOTES-STAFF	1	1		
1.1.064	952	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3	FE+3		Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.
1.1.065	1943	TEXAS MORBIDITY DISEASE REPORT (INCLUDING MORBIDITY STUDIES)	AV	AV	R	
1.1.065	6523	REPORTS, STUDIES, AND SURVEYS (NON-FISCAL) - RAW DATA	AV	AV		DATA ASSEMBLED TO PRODUCE ANNUAL REPORT.

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1.1.067	1963	ADMINISTRATIVE REPORTS (HEPATITIS B PREVENTION PROGRAM)	AC	AC	R	AC=REPORT IS MAINTAINED TO STUDY THE LIFE CYCLE OF VIRUS; RECORDS MUST BE MAINTAINED UNTIL PATIENT REACHES 21 YEARS OF AGE OR FOR 10 YEARS, WHICH EVER IS LONGER. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
1.1.067	4223	REPORTS & STUDIES (NON-FISCAL)	3	3	R	Vital Record. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
1.1.070	4222	POLICIES AND PROCEDURES MANUALS- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	5724	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.3.001	6524	PUBLICATIONS / NEWSLETTERS, BRANCH GENERATED	AC+2	AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES TO HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
2.2.016	6961	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		Vital Record.

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3.1	6737	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC	AC	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. BEGINING 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.	
3.1.014	1979	EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)	2	2	Vital Record maintainted by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.	
3.1.019	1980	PEFORMANCE APPRAISALS/JOURNALS	AC+5	AC+5	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.	
3.1.023	4229	POSITION/JOB DESCRIPTIONS	AC+4	AC+4	Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.2	3972	PAYROLL WARRANT LISTINGS	FE+5	FE+5		
3.3	6525	PERSONNEL INFORMATION (INCLUDING MANPOWER REPORTS)	US+3	US+3		
3.3.026	4230	EMPLOYEE LISTINGS	US+3	US+3		

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3.4.001	4231	ACCUMULATED LEAVE ADJUSTMENT REQUESTS	FE+5	FE+5				
3.4.004	4220	OVERTIME AUTHORIZATIONS	FE+5	FE+5			BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
3.4.007	4219	DAILY ABSENCE REPORTS AND LEAVE SLIPS	FE+5	FE+5			BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
4.2.005	6526	PURCHASE VOUCHERS	FE+3	FE+3				
4.3.003	1983	EXPENDITURE JOURNALS OR REGISTERS	FE+3	FE+3				
4.7.008	6527	FEDERAL GRANT INFORMATION	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).	
5.1.004	6528	EMPLOYEE ADDRESS & PHONE LIST	US	US				
5.1.007	5932	REQUISITIONS FOR IN-AGENCY/INTER-AGENCY COPY/PRINTING SERVICE	AV	AV				
5.1.007	6529	REQUISITIONS FOR IN-AGENCY / INTER-AGENCY COPY / PRINTING SERVICE	AV	AV				
5.3.008	5750	PURCHASING LOGS	FE+3	FE+3				

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