# State of Texas
## Records Retention Schedule

### Records Series Title
- **Agency**: Texas Department of State Health Services
- **Storage**: 
- **Total**: 

### Agency Code: 537

<table>
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<tbody>
<tr>
<td><strong>Series Item #</strong></td>
<td><strong>Agency</strong></td>
<td><strong>Item #</strong></td>
<td><strong>Records Series Title</strong></td>
<td><strong>Retention Period</strong></td>
<td><strong>Archival</strong></td>
<td><strong>Remarks</strong></td>
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<td>811</td>
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<td></td>
<td>CIVIL RIGHTS (HHSC)</td>
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<td>1.1</td>
<td>5714</td>
<td>COMPLIANCE REVIEWS</td>
<td>AC+4</td>
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<td>AC=COMPLETION OF REVIEW</td>
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<td>1.1</td>
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<td>REASONABLE ACCOMMODATION FILES</td>
<td>AC+3</td>
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<td>AC=AFTER TERMINATION FROM HHS 28CFR35.105 (c.)</td>
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<td>1.1.056</td>
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<td>ADA DOCUMENTATION - SELF-EVALUATIONS AND PLANS DOCUMENTING COMPLIANCE (INCLUDING ACCOMMODATION REQUEST)</td>
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<td>3</td>
<td>28CFR35.105 (c). BECAUSE OF CONSOLIDATION OF CIVIL RIGHTS IN HHS ENTERPRISE, MAINTAINED IN HHSC.</td>
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<td>3.3.001</td>
<td>3996</td>
<td>AFFIRMATIVE ACTION PLAN</td>
<td>FE+5</td>
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<td>PAPER, COMPUTER PRINT OUT; BECAUSE OF CONSOLIDATION OF CIVIL RIGHTS IN HHS ENTERPRISE, MAINTAINED IN HHSC.</td>
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<td>3.3.030</td>
<td>5517</td>
<td>TRAINING ADMINISTRATION</td>
<td>US+2</td>
<td>US+2</td>
<td>(MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPS. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS).</td>
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### Archival Codes (Field 8)
- **A**: Transfer to State Archivist
- **R**: Review by State Archivist
- **E**: Exempt from sending

### Retention Codes (Field 7)
- **AC**: After Closed, Terminated, Completed, Expired, Settled
- **AV**: As Long As Administratively Valuable
- **DA**: Days
- **DE**: Decades
- **FE**: Fiscal Year End
- **LA**: Life of Asset
- **MO**: Months
- **PM**: Permanent
- **RA**: Reassessment
- **RE**: Reevaluation
- **US**: Until Superseded

### Vital Record (Include in Field 9)
- **AV**: As Long As Administratively Valuable
- **E**: Exempt from sending
- **R**: Review by State Archivist
- **A**: Transfer to State Archivist
- **DE**: Decades
- **FE**: Fiscal Year End
- **LA**: Life of Asset
- **MO**: Months
- **PM**: Permanent
- **RA**: Reassessment
- **RE**: Reevaluation
- **US**: Until Superseded

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**Recertified: 5/23/2012**  **Updated (with or without amendment): 10/3/2017**

Amendment Approved: 2/19/2014