

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION  
 RECERTIFICATION  
 REPLACEMENT PAGE  
 ADDENDUM PAGE  
 10. 106 No.

4. Records		7. RETENTION PERIOD			9. Remarks	10. 106 No.
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage		
811 - CIVIL RIGHTS (HHSC)						
1.1	5714	COMPLIANCE REVIEWS	3	3		AC=COMPLETION OF REVIEW
1.1.056	5727	ADA DOCUMENTATION - SELF-EVALUATIONS AND PLANS DOCUMENTING COMPLIANCE (INCLUDING ACCOMMODATION REQUEST)	3	3		28CFR35.105 (c). BECAUSE OF CONSOLIDATION OF CIVIL RIGHTS IN HHS ENTERPRISE, MAINTAINED IN HHSC.
3.1	5715	COMPLAINT FILES / RECORDS	AC+2	AC+2		PORTIONS OF THE RECORDS MAY BE CONFIDENTIAL. AC=FINAL DISPOSITION OF THE COMPLAINT
3.1.018	5733	GRIEVANCE RECORDS	AC+2	AC+2		Vital Record maintained only by HHS-Civil Rights.. MAY CONTAIN CONFIDENTIAL DATA; AC=FINAL DECISION ON GRIEVANCE. BECAUSE OF CONSOLIDATION OF HUMAN RESOURCES IN HHS ENTERPRISE, MAINTAINED IN HHS-CIVIL RIGHTS
3.1.039	2418	OMBUDSMAN RECORDS	AC	AC		AC=FINAL DECISION OR MATTER CLOSED. (DOES NOT INCLUDE FORMAL COMPLAINT FILED WITH EEO. IF MATTER BECOMES A GRIEVANCE OR THE SUBJECT OF COUNSELING OR LITIGATION, OR EMPLOYEE IS SUBJECT TO DISCIPLINARY ACTION, THE RECORDS ARE SUBJECT TO RETENTION IN THE APPROPRIATE RECORD SERIES: SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, AND 3.1.021.
3.3.030	5517	TRAINING ADMINISTRATION	US+2	US+2		(MATERIALS AND RECORDS FOR IN-HOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR AccessHR. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS).

RETENTION CODES (Field 7)

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 US -Until Superseded  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

MO - Months  
 DA -Days

ARCHIVAL CODES (Field 8)

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

VITAL Record (Include in Field 9)