

Automated Facsimile of SLR-105

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

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

4. Records		7. RETENTION PERIOD			8. Archival	9. Remarks
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage		
080 - HEALTH SERVICE REGION - HIV/STD PROGRAM						
	3699	HIV SERONEGATIVE CONFIDENTIAL TEST RESULTS, INCLUDING SEROLOGY, COUNSELING NOTES, AND RISK REDUCTION PLAN.	AC		AC	AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.
	3720	HIV-POSITIVE CONFIDENTIAL TEST RESULTS, INCLUDING SEROLOGY AND MEDICAL RECORDS.	AC		AC	AC=7 YEARS PAST PATIENT'S DEATH, IF KNOWN, OR 18 YEARS FROM LAST DATE OF SERVICE.
	3721	PREVENTION COUNSELING NOTES, RISK REDUCTION PLANS, AND CASE MANAGEMENT RECORDS COMPILED ON HIV-POSITIVE CLIENTS	AC		AC	AC=FOR ADULTS: 7 YEARS AFTER LAST DATE OF SERVICE OR PATIENT'S DEATH, IF KNOWN. AC=FOR CHILDREN: 3 YEARS AFTER 21ST BIRTHDAY, EVEN IN DEATH, OR 7 YEARS; WHICHEVER COMES LATER.
	3722	HIV NEGATIVE ANONYMOUS TEST RESULTS, INCLUDING SEROLOGY, COUNSELING NOTES, AND RISK REDUCTION PLAN.	AC		AC	AC=GIVEN TO CLIENT OR RETAINED FOR 90 DAYS AFTER TEST DATE; WHICHEVER COMES FIRST.
	3723	HIV POSITIVE ANONYMOUS TEST RESULTS (INCLUDES SEROLOGY, COUNSELING NOTES, RISK REDUCTION PLAN, AND PREVENTION CASE MANAGEMENT RECORDS)	AC+1		AC+1	AC=TEST DATE OR LAST DATE OF SERVICE; WHICHEVER COMES LATER.
	3724	SEXUALLY TRANSMITTED DISEASE MEDICAL RECORDS OTHER THAN POSITIVE SYPHILIS TESTS.	AC		AC	AC=7 YEARS PAST LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.
	3725	SEXUALLY TRANSMITTED DISEASE MEDICAL RECORDS CONTAINING POSITIVE SYPHILIS TESTS INCLUDING CONGENITAL SYPHILIS	AC		AC	AC=7 YEARS PAST PATIENT'S DEATH, IF KNOWN, OR 18 YEARS FROM THE LAST DATE OF SERVICE.
	3727	ALL SEXUALLY TRANSMITTED DISEASE INTERVENTION RECORDS, AND HIV/AIDS DISEASE INTERVENTION RECORDS, INCLUDING INVESTIGATIONS, INTERVIEWS, AND DISEASE INTERVENTION CASE MANAGEMENT NOTES.	AC		AC	AC=3 YEARS PAST LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.
5.1	5276	CONTRACT MONITORING REPORTS - HIV	AC	5	AC+5	Vital Record. AC=END OF CONTRACT

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 US -Until Superseded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

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)