### State of Texas
Records Retention Schedule

**Recertified: 5/23/2012**
**Amendment Approved: 2/19/2014**

**Agency:** Texas Department of State Health Services

<table>
<thead>
<tr>
<th>Item #</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>016</td>
<td>HEALTH SERVICE REGION - NURSING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MONTHLY BIOLOGICAL REPORTS (MONTHLY VACCINE REPORTING FORMS)</td>
<td>5</td>
<td>5</td>
<td>Vital Record.</td>
</tr>
<tr>
<td>12</td>
<td>COMMUNICABLE DISEASE REPORTS</td>
<td>AC+5</td>
<td>5</td>
<td>AC+10 Vital Record. AC=REPORT IS COMPLETE AND FINAL.</td>
</tr>
<tr>
<td>1502</td>
<td>MASTER INDEX FILE</td>
<td>AC+7</td>
<td>AC+7</td>
<td>NOTE: TO BE MAINTAINED AS LONG AS COMPANION MEDICAL RECORDS. NOW IN TWICES DATABASE. AC=LAST DATE OF SERVICE</td>
</tr>
<tr>
<td>1503</td>
<td>ADVERSE REACTION VACCINE REPORT</td>
<td>AC+7</td>
<td>AC+7</td>
<td>Vital Record. AC= DATE THAT ADVERSE REACTION WAS REPORTED.</td>
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<tr>
<td>1507</td>
<td>STANDING DELEGATION ORDERS</td>
<td>US+5</td>
<td>US+5</td>
<td>Vital Record.</td>
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<tr>
<td>2716</td>
<td>MONTHLY SHARPS CONTAINER INSPECTION LOG</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2717</td>
<td>MONTHLY EMERGENCY EQUIPMENT CHECKLIST</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5393</td>
<td>DAY CARE REFERRALS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>RETENTION MAY VARY TO COMPLY WITH SPECIFIC STATUTORY REQUIREMENTS. AC=ENDING DATE OF ELIGIBILITY.</td>
</tr>
<tr>
<td>5400</td>
<td>RUBELLA REFERRALS</td>
<td>AC+1</td>
<td>1</td>
<td>AC+2 Vital Record. AC=BIRTH OF BABY.</td>
</tr>
<tr>
<td>5401</td>
<td>HEPATITIS B LOGS</td>
<td>AC+1</td>
<td>AC+1</td>
<td>AC=LOG IS COMPLETE AND FINAL</td>
</tr>
<tr>
<td>1.1</td>
<td>CASE MANAGEMENT RECORDS</td>
<td>AC</td>
<td>AC</td>
<td>AC=SEVEN YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21 YEARS OF AGE, WHICHEVER COMES LATER.</td>
</tr>
</tbody>
</table>

### RETENTION CODES (Field 7)
- AC - After Closed, Terminated, Completed, Expired, Settled
- AV - As Long As Administratively Valuable
- CE - Calendar Year End
- DA - Days
- FE - Fiscal Year End
- LA - Life of Asset
- MO - Months
- PM - Permanent
- R - Review by State Archivist
- US - Until Superseded
- A - Transfer to State Archivist
- DA - Days
- E - Exempt from sending

### ARCHIVAL CODES (Field 8)
- R - Review by State Archivist
- A - Transfer to State Archivist
- E - Exempt from sending
## State of Texas
### Records Retention Schedule

**Recertified:** 5/23/2012  
**Updated (with or without amendment):** 10/3/2017  
**Amendment Approved:** 2/19/2014  

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.**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
<th><strong>Records Retention Schedule</strong></th>
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1.1 5437 QUALITY ASSURANCE REVIEW (CASA CLINIC, RETROSPECTIVE) AC+3 AC+3 R Vital Record. AC=DATE OF RECORDS REVIEW.  

1.1.002 1508 AUDITS - PATIENT RECORDS, WIC RECORDS AUDIT, M&CH AUDITS, TITLE XX AUDITS AC+7 AC+7 M&CH=MATERNAL & CHILD HEALTH. AC=PUBLICUTION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.  

1.1.013 1512 ITINERARY INFORMATION (APPOINTMENT BOOKS, MONTHLY CLINIC SCHEDULES, WIC CLASS SCHEDULES, WAITING LISTS) CE+1 CE+1 R ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.  

1.1.043 1519 TRAINING MANUALS US+1 US+1 RETENTION BASED ON FEDERAL GUIDELINES. AC=DATE OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS HAVE BEEN RESOLVED.  

2.2.011 1521 BATCH/DATA ENTRY CONTROL FORMS (WIC) AC+3 AC+3 SITE VISITS OR QUALITY ASSURANCE REVIEWS ON MEDICAID PROVIDER SERVICES MUST BE RETAINED FOR AC+5, WITH AC=UNTIL ALL AUDIT AND BILLING QUESTIONS ARE RESOLVED.  

5.1 4646 IMMUNIZATION SITE VISITS/CONTRACTOR QUALITY ASSURANCE REVIEWS AC+4 AC+4 SITE VISITS OR QUALITY ASSURANCE REVIEWS ON MEDICAID PROVIDER SERVICES MUST BE RETAINED FOR AC+5, WITH AC=UNTIL ALL AUDIT AND BILLING QUESTIONS ARE RESOLVED.  

5.1.001 27 PHYSICIANS UNDERSTANDING/AGREEMENTS AC 7 AC+7 Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS

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## Archival Codes (Field 8)
- **A** - Transfer to State Archivist  
- **R** - Review by StateArchivist  
- **E** - Exempt from sending  

## VITAL Record (Include in Field 9)