

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
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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			

032 - HEALTH SERVICE REGION - PUBLIC HEALTH PREPAREDNESS

	6673	VOLUNTEER CONTACT INFORMATION	AC+2	AC+2	SNS VOLUNTEER AND EXPERTS (ANY DATABASES/FILES DEALING WITH VOLUNTEERS) AC=UNTIL SUPERSEDED OR TERMINATION OF VOLUNTEER STATUS
1.1.067	6670	24/7 QUARTERLY TESTS/AFTER ACTION REPORTS	3	3	24/7 QUARTERLY TESTS, EXERCISES, AFTER ACTION REPORTS, WHICH INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
3.4.004	6671	OVERTIME AUTHORIZATIONS (PERSONNEL)	FE+5	FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.
4.7.008	6672	FEDERAL CONTRACT/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). ALL FILES PERTINENT TO GRANT DELIVERABLES INCLUDING ALL HAZARD PLANS, EOC MANUAL, CERC TRAINING, CHEMPACK, CRI, STAFF/GRANT MEETING/MINUTES.

RETENTION CODES (Field 7)

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US - Until Superseded	PM - Permanent	LA - Life of Asset

ARCHIVAL CODES (Field 8)

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

VITAL Record (Include in Field 9)