

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
___ ADDENDUM PAGE

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	

086 - HEALTH SERVICE REGION - SPECIALIZED HEALTH & SOCIAL SERVICES

1186		CLIENT ELIGIBILITY FILES	AC+5	AC+5			Vital Record. AC=END OF ELIGIBILITY PERIOD. KHC ELECTRONIC FILES STORED IN ASKIT. INCLUDES KHC, HAP, AND CSHCN. RECORDS CAN INCLUDE MEDICAL REVIEWS RELATED TO ELIGIBILITY (PHYSICIAN ASSESSMENT FORMS (PAF) FINDINGS). RECORD COPY STORED IN IBIS. PAPER/CONVENIENCE COPIES KEPT NO LONGER THAN 90 DAYS AFTER IMAGING. PAPER COPIES FOR KHC AND HAP HELD BY CENTRAL OFFICE. PAPER COPIES FOR CSHCN HELD BY REGIONAL OFFICES.	
1436		CLIENT CASE FILES	AC+3	AC+3			INCLUDES FREW RECORDS. AC=CASE CLOSED	
1437		SSI CLIENT FILES (16 YR. AND NO DARS REFERRAL)	AC+3	AC+3			SSI=SUPPLEMENTAL SECURITY INCOME; DARS (DEPARTMENT OF ASSISTIVE AND REHABILITATIVE SERVICES).AC=ENDING DATE OF ELIGIBILITY.	
2018		CARES SYSTEM CONTACT/OUTREACH DATA	US+3MO	US+ 3MO			Vital Record.	
2023		CARES SYSTEM CLIENT DATA	AC+3MO	AC+ 3MO			Vital Record. AC=CLIENT'S 21ST BIRTHDAY	
4648		CASE MANAGEMENT RECORDS	AC	AC			AC=SEVEN YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21, WHICH EVER IS LATER.	
1.1	22	MONTHLY TEXAS HEALTH STEPS REPORTS	2	2				
1.1	23	QUARTERLY TEXAS HEALTH STEPS REPORTS	3	3				

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US -Until Superseded	PM - Permanent	LA - Life of Asset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)

VITAL Record (Include in Field 9)

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

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1.1.007	3885	CORRESPONDENCE, ADMINISTRATIVE (ADMINISTRATION) (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	4	4	R	Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.008	1433	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2		INCLUDES SOME E-MAIL
1.1.043	24	TRAINING MATERIALS	US+1	US+1		INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.
1.1.063	25	MEETING MINUTES-STAFF MEETINGS	1	1		
1.1.070	26	POLICY AND PROCEDURE MANUAL- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
3.1.019	28	PEFORMANCE APPRAISALS/JOURNALS	AC+5	AC+5		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AC=TERMINATION OF EMPLOYEE. CAPPs ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. HHS-HR MUST RECEIVE ALL PERFORMANCE APPRAISALS THAT ARE NOT ALREADY IN CAPPs. HHS-OGC REQUESTED LONGER RETENTION PERIOD.
3.3	29	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2		AC=COMPLETION OF CLASS.

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3.3.023	30	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3		TRAVEL OFFICE MAY HAVE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005, DEPENDING ON LOCATION IN REGIONS.
4.2.005	31	PURCHASE VOUCHERS/ORDERS	FE+3		FE+3		
5.1	33	TEXAS HEALTH STEPS PROVIDER FILES	5		5		INCLUDES CONTACT INFORMATION, NOTES ON PHONE CALLS, GENERAL CORRESPONDENCE WITH PROVIDERS.
5.1.001	6982	CONTRACTS	AC	7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. (Includes Contractors with Medicaid Case Management affected by FREW.)
5.1.004	34	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US		
5.3.005	36	PACKING SLIPS	AV		AV		

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