

Automated Facsimile of SLR-105

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

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

4. Records		7. RETENTION PERIOD			8. Archival	9. Remarks
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage		
095 - HEALTH SERVICE REGION - WIC PROGRAM						
	1371	VOIDED CARDS/VENDOR REPORTS	AC+3		AC+3	RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.
	1375	CONTRACT FORMULA DISTRIBUTION FOOD ISSUANCE RECORDS	AC+3		AC+3	RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.
	1376	INVENTORY SHEETS(FOOD DISTRIBUTION)	FE+3		FE+3	
	1403	PARTICIPANT RECORDS	AC+3		AC+3	RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.
	1505	WIC DAILY CARD AND PARTICIPATION LOG	FE+3		FE+3	
	1506	WIC HEALTH RECORD	AC+7		AC+7	AC=LAST SERVICE DATE. WIC=WOMEN, INFANTS & CHILDREN
1.1	1423	WIC SELF-AUDITS	AC+3		AC+3	RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.
1.1.002	79	AUDIT FINDINGS - BIENNIAL	AC+7		AC+7	AC=PUBLICATION 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.
1.1.007	1377	CORRESPONDENCE, ADMINISTRATIVE (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.

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 US -Until Superseded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)

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095 - HEALTH SERVICE REGION - WIC PROGRAM

1.1.007	1422	WIC ADMINISTRATIVE FILES (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	1392	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
1.1.063	1411	MEETING MINUTES/NOTES	1		1			
3.4.001	1397	ACCUMULATED LEAVE ADJUSTMENT REQUEST	FE+5		FE+5			
3.4.007	1384	TIME OFF AND/OF SICK LEAVE REQUESTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
4.3.002	82	DAILY VOUCHER & PARTICIPATION LOG	FE+3		FE+3			
4.5.002	1374	INTERNAL MANAGEMENT REPORTS, WIC REPORTS, CASELOAD ANALYSIS, FOOD CARD INVENTORY RECONCILIATION, FOOD ISSUANCE	AC+3		AC+3		RETENTION BASED ON 7 CFR PART 246.25; AC=DATE OF SUBMISSION OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS ARE RESOLVED.	
5.1.001	83	LOCAL AGENCY CONTRACT AGREEMENTS	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF PROVIDER CONTRACT	

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