### State of Texas
Records Retention Schedule

<table>
<thead>
<tr>
<th>1. Agency Code:</th>
<th>537</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Agency:</td>
<td>Texas Department of State Health Services</td>
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</tbody>
</table>

<table>
<thead>
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<tr>
<td>1.1</td>
<td>6279</td>
<td>REQUESTS FOR INFORMATION - PENDING</td>
<td>AC</td>
<td>AC</td>
<td>(THIS DOES NOT APPLY TO OPEN RECORDS REQUESTS. SEE #6290 AND #6291). AC=INFORMATION PROVIDED.</td>
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<tr>
<td>1.1</td>
<td>6280</td>
<td>QUALITY ASSURANCE AUDITS</td>
<td>AC</td>
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<td>AC+3</td>
<td>AC=FINAL REVIEW</td>
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<tr>
<td>1.1</td>
<td>6283</td>
<td>COMPLAINTS (INCLUDES NON-REGISTERED FIRMS AND FILE/TECHNICAL ASSISTANCE)</td>
<td>AC</td>
<td>2</td>
<td>AC+2</td>
<td>AC=FINAL DISPOSITION OF THE COMPLAINT. INCLUDES COMPLAINTS ABOUT ENTITIES REGULATED BY DSHS. (FOR COMPLAINTS ABOUT DSHS-HEALTH CARE QUALITY SECTION SEE #6282)</td>
<td></td>
</tr>
<tr>
<td>1.1.004</td>
<td>6281</td>
<td>BIENNIAL BUDGET REQUESTS (INCLUDES LEGISLATIVE APPROPRIATIONS)</td>
<td>AC</td>
<td>6</td>
<td>AC+6</td>
<td>A INCLUDES SUPPORTING DOCUMENTATION TO JUSTIFY AND SUPPORT REQUEST. AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENTATION SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL</td>
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<tr>
<td>1.1.006</td>
<td>6282</td>
<td>COMPLAINT FILES</td>
<td>AC</td>
<td>2</td>
<td>AC+2</td>
<td>COMPLAINTS RECEIVED BY DSHS FROM THE PUBLIC CONCERNING DSHS. (DOES NOT APPLY TO ENTITIES REGULATED BY DSHS. FOR THESE COMPLAINTS, SEE #6283) AC=DISPOSITION OF THE COMPLAINT</td>
<td></td>
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<tr>
<td>1.1.007</td>
<td>6284</td>
<td>CORRESPONDENCE, ADMINISTRATIVE (INCLUDES ADVISORY COMMITTEE CORRESPONDENCE/NOTES) (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS &amp; THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)</td>
<td>4</td>
<td>4</td>
<td>R Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
<td></td>
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<tr>
<td>1.1.008</td>
<td>6285</td>
<td>GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)</td>
<td>2</td>
<td>2</td>
<td>INCLUDES SOME E-MAIL</td>
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</tbody>
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**RETORETION 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)**

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

**VITAL RECORD (Include in Field 9)**
<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Agency Code: 537</th>
<th>Agency: Texas Department of State Health Services</th>
<th>Item #</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.010</td>
<td>6286</td>
<td>DIRECTIVES-ISSUANCES REGARDING GENERAL ADMINISTRATIVE AND OFFICE PROCEDURES</td>
<td>US+1</td>
<td>US+1</td>
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<tr>
<td>1.1.013</td>
<td>6287</td>
<td>CALENDARS, APPOINTMENT AND ITINERARY RECORDS</td>
<td>CE+1</td>
<td>CE+1 R</td>
<td>INcludes Outlook Calendar, Only Calendars, Appointment, and Itinerary Records of Executive Staff, Board or Commission Members, Division Directors and Section/Unit/Branch Heads Require Archival Review.</td>
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<tr>
<td>1.1.014</td>
<td>6288</td>
<td>LEGAL OPINIONS AND ADVICE</td>
<td>AV</td>
<td>AV R</td>
<td></td>
<td></td>
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<tr>
<td>1.1.019</td>
<td>6289</td>
<td>NEWS OR PRESS RELEASES</td>
<td>2</td>
<td>2</td>
<td>SEND PAPER OR MICROFILM COPIES TO THE STATE ARCHIVES.</td>
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<tr>
<td>1.1.020</td>
<td>6290</td>
<td>PUBLIC INFORMATION REQUESTS - NOT EXEMPTED</td>
<td>AC+1</td>
<td>AC+1</td>
<td>AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)</td>
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<td>1.1.021</td>
<td>6291</td>
<td>PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)</td>
<td>AC+2</td>
<td>AC+2</td>
<td>AC=DATE OF DENIAL OF REQUEST</td>
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<tr>
<td>1.1.024</td>
<td>6292</td>
<td>DATA PROCESSING PLANNING/SPECIAL PROJECTS RECORDS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS. (DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.)</td>
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<tr>
<td>1.1.024</td>
<td>6293</td>
<td>PLANS AND PLANNING RECORDS</td>
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<td>AC+3</td>
<td>AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS. (DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.)</td>
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**Retirement Codes (Field 7)**
- AC - After Closed, Terminated, Completed, Expired, Settled
- AV - As Long As Administratively Valuable
- CE - Calendar Year End
- FE - Fiscal Year End
- LA - Life of Asset
- MO - Months
- PM - Permanent
- US - Until Superseded
- DA - Days

**Archival Codes (Field 8)**
- A - Transfer to State Archivist
- R - Review by State Archivist
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**VITAL Record (Include in Field 9)**
### State of Texas

**Records Retention Schedule**

#### Records Series Item 

<table>
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<th>Agency</th>
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#### Agency Code: 537

3. Agency: Texas Department of State Health Services

4. Records Series Item 

<table>
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#### 5. Agency 

3. Agency: Texas Department of State Health Services

4. Records Series Item 

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#### 6. Records Series Title 

5. Agency: Texas Department of State Health Services

6. Records Series Title

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#### 7. Retention Period 

6. Records Series Title

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#### 8. Archival 

7. Retention Period

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#### 9. Remarks 

8. Archival

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#### 10. 106 No. 

9. Remarks

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### 599 - HEALTH CARE QUALITY SECTION-ADMINISTRATIVE

1.1.026 6294 PROOF OF PUBLICATION-INCLUDES INVITATION TO BID, AUCTIONS, MEETINGS, TEXAS REGISTER SUBMISSIONS, ETC.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
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#### Retention Codes (Field 7) 

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**State of Texas**

**Recertified: 5/23/2012**

**Updated (with or without amendment): 10/3/2017**

**Amendment Approved: 2/19/2014**

Automated Facsimile of SLR-105

- X_ RECERTIFICATION
- ___ REPLACEMENT PAGE
- ___ ADDENDUM PAGE

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**599 - HEALTH CARE QUALITY SECTION-ADMINISTRATIVE**

1.1.026 6294 PROOF OF PUBLICATION-INCLUDES INVITATION TO BID, AUCTIONS, MEETINGS, TEXAS REGISTER SUBMISSIONS, ETC.

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**599 - HEALTH CARE QUALITY SECTION-ADMINISTRATIVE**

1.1.027 6295 PROPOSED LEGISLATION (INCLUDES DRAFTS OR BILLS-RELATED CORRESPONDENCE)

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<th>Agency</th>
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**599 - HEALTH CARE QUALITY SECTION-ADMINISTRATIVE**

1.1.038 6296 CUSTOMER SURVEYS

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**599 - HEALTH CARE QUALITY SECTION-ADMINISTRATIVE**

1.1.040 6297 SPEECHES AND PAPERS

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**599 - HEALTH CARE QUALITY SECTION-ADMINISTRATIVE**

1.1.043 6298 TRAINING MATERIALS

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**599 - HEALTH CARE QUALITY SECTION-ADMINISTRATIVE**

1.1.048 6299 LITIGATION FILES

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**599 - HEALTH CARE QUALITY SECTION-ADMINISTRATIVE**

1.1.057 6300 TRANSITORY INFORMATION

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#### Archival Codes (Field 8) 

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#### Vital Record (Include in Field 9) 

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---

**599 - HEALTH CARE QUALITY SECTION-ADMINISTRATIVE**

1.1.058 6301 MEETING AGENDAS AND MINUTES (INCLUDES ADVISORY COMMITTEE MEETINGS AND PUBLIC MEETINGS)

<table>
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<th>Storage</th>
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#### Retention Codes (Field 7) 

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#### Archival Codes (Field 8) 

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#### Vital Record (Include in Field 9) 

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<th>Series Item #</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
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<td>1.059</td>
<td>6302</td>
<td>CERTIFIED AGENDA OR TAPE RECORDINGS OF CLOSED MEETINGS</td>
<td>AC+2</td>
<td>AC+2</td>
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<tr>
<td>1.060</td>
<td>6303</td>
<td>MEETINGS, AUDIO OR VIDEOTAPES OF OPEN</td>
<td>AC+90DA</td>
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<td>1.061</td>
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<td>MEETING - NOTES (INCLUDING ADVISORY COMMITTEE NOTES)</td>
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<td>1.062</td>
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<td>MEETINGS - SUPPORTING DOCUMENTATION</td>
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<td>6306</td>
<td>STAFF MEETING MINUTES AND NOTES</td>
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<td>1.064</td>
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<td>PERFORMANCE MEASURES DOCUMENTATION</td>
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<td>1.065</td>
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<td>REPORTS AND STUDIES (NON FISCAL) - RAW DATA</td>
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<td>1.066</td>
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<td>REPORTS-BIENNIAL OR ANNUAL AGENCY (NARRATIVE)</td>
<td>AC+6</td>
<td>AC+6</td>
<td>A</td>
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<tr>
<td>1.067</td>
<td>6310</td>
<td>REPORTS &amp; STUDIES (ADMINISTRATIVE, EDUCATION, AND TRAINING) (NON-FISCAL, ANNUAL/QUARTERLY)</td>
<td>3</td>
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<td>R</td>
</tr>
</tbody>
</table>

**RETENTION CODES (Field 7)**

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**ARCHIVAL CODES (Field 8)**

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- **A**: Transfer to State Archivist
- **E**: Exempt from sending

**VITAL Record (Include in Field 9)**

- **AV**: As Long As Administratively Valuable
## State of Texas
### Records Retention Schedule

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

**Automated Facsimile of SLR-105**

**Agency Code: 537**  
**Agency: Texas Department of State Health Services**

<table>
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<th>Item #</th>
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<td>1.1.068</td>
<td>6311</td>
<td>REPORTS - PERFORMANCE AND FUND MANAGEMENT</td>
<td>AC+6</td>
<td>AC+6</td>
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<td>AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS, QUARTERLY AND ANNUAL REPORTS ON AGENCY PERFORMANCE MEASURES SUBMITTED TO EXECUTIVE AND LEGISLATIVE OFFICES.</td>
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<td>REPORTS - ACTIVITY OR WORKLOAD MONITORING</td>
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<td>AC=COMPLETION OR TERMINATION OF PROGRAM, POLICIES OR PROCEDURES.</td>
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<td>RULES, POLICIES AND PROCEDURES - WORKING FILES</td>
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<td>1.2.003</td>
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<td>FORMS HISTORY FILE</td>
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<td>AC=DISCONTINUANCE OF USE OF FORM</td>
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<td>US</td>
<td>US</td>
<td></td>
<td>OFFICIAL RECORD COPY KEPT AND MAINTAINED IN DIVISION; EACH UNIT MAINTAINS A CONVENIENCE COPY.</td>
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<tr>
<td>1.2.006</td>
<td>6317</td>
<td>RECORDS TRANSMITTAL FORMS</td>
<td>AC+2</td>
<td>AC+2</td>
<td></td>
<td>AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER</td>
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<tr>
<td>1.2.013</td>
<td>6318</td>
<td>RECORDS CONTROL MATERIALS</td>
<td>AC</td>
<td>AC</td>
<td></td>
<td>AC=WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED.</td>
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### RETENTION CODES (Field 7)
- AC - After Closed, Terminated, Completed, Expired, Settled
- AV - As Long As Administratively Valuable
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### ARCHIVAL CODES (Field 8)
- A - Transfer to State Archivist
- R - Review by State Archivist
- V - VITAL Record (Include in Field 9)
- E - Exempt from sending
### State of Texas Records Retention Schedule

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

Automated Facsimile of SLR-105  
Agency: Texas Department of State Health Services

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<td>1.3.001</td>
<td>6319</td>
<td>PUBLICATIONS (INCLUDES WEB)</td>
<td>AC+2</td>
<td>AC+2</td>
<td>AC=UNTIL SUPERSEDED OR OBSOLETE. WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE TO PUBLIC FOR AT LEAST SIX MONTHS. 13 TAC RULE 3.4(B). THEN RETAINED TO MEET THEIR RECORDS SERIES RETENTION PERIOD OR THE PERIOD FOR PUBLICATIONS, WHICHERSOEVER IS LONGER. REQUIRED NUMBER OF COPIES PRINTED AT HHS PRINTING ARE SENT TO CLEARINGHOUSE. IF OUTSIDE PRINTER, PROGRAM MUST SEND REQUIRED NUMBER OF COPIES TO HHS PRINTING FOR SUBMISSION TO CLEARINGHOUSE.</td>
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<tr>
<td>1.3.002</td>
<td>6320</td>
<td>PUBLICATION DEVELOPMENT FILES</td>
<td>AV</td>
<td>AV</td>
<td>R</td>
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<td>2.1.007</td>
<td>6321</td>
<td>PROGRAM &amp; JOB CONTROL LANGUAGE</td>
<td>AC</td>
<td>AC</td>
<td>Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94</td>
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<td>2.1.009</td>
<td>6322</td>
<td>OPERATING SYSTEM FILES AND DOCUMENTATION</td>
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<td>Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94</td>
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<td>2.2.016</td>
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<td>SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS</td>
<td>LA+3</td>
<td>LA+3</td>
<td>Vital Record.</td>
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**RECORDS SERIES (Fields 1-4)**  
**AGENCY (Field 5)**  
**RECORDS SERIES TITLE (Field 6)**  
**RECORDS RETENTION PERIOD (Field 7)**  
**ARCHIVAL (Field 8)**  
**REMARKS (Field 9)**  
**106 NO. (Field 10)**

**RECORDS RETENTION PERIOD (Field 7)**  
**ARCHIVAL CODES (Field 8)**  
**VITAL RECORD (Include in Field 9)
### State of Texas

#### Records Retention Schedule

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

Automated Facsimile of SLR-105

1. **Agency Code:** 537  
2. **Agency:** Texas Department of State Health Services

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<td>3.1 6716</td>
<td>3.1</td>
<td>POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)</td>
<td>AC</td>
<td>AC</td>
<td>AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINNING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN CAPPS TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.</td>
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<td>3.1.006 6324</td>
<td>3.1.006</td>
<td>EMPLOYEE COUNSELING RECORDS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.</td>
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<td>3.1.013 6325</td>
<td>3.1.013</td>
<td>CONTRACT LABOR RECORDS</td>
<td>AC+7</td>
<td>AC+7</td>
<td>Vital Record. AC=TERMINATION OF CONTRACT</td>
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<tr>
<td>3.1.014 6326</td>
<td>3.1.014</td>
<td>EMPLOYMENT SELECTIONS (INCLUDES INTERVIEW NOTES AND DOCUMENTATION OF SELECTION PROCESS; APPLICATIONS FOR EMPLOYMENT-NOT HIRED)</td>
<td>2</td>
<td>2</td>
<td>Vital Record mantainted by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.</td>
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<tr>
<td>3.1.018 6327</td>
<td>3.1.018</td>
<td>GRIEVANCE RECORDS</td>
<td>AC</td>
<td>2</td>
<td>AC+2</td>
<td>Vital Record maintained only by HHS-Civil Rights. MAY CONTAIN CONFIDENTIAL DATA; AC=FINAL DECISION ON GRIEVANCE. BECAUSE OF CONSOLIDATION OF HUMAN RESOURCES IN HHS ENTERPRISE, MAINTAINED IN HHS-CIVIL RIGHTS</td>
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</table>

| 10. 106 No. |

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**VITAL Record (Include in Field 9):**
### State of Texas
Records Retention Schedule

**Recertified: 5/23/2012**  
**Updated (with or without amendment): 10/3/2017**

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

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<td>8. Archival</td>
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<tbody>
<tr>
<td>3.1.019</td>
<td>6328</td>
<td>PERFORMANCE APPRAISALS / JOURNALS</td>
<td>AC+5</td>
<td>AC+5</td>
<td>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.</td>
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<td>3.1.023</td>
<td>6332</td>
<td>POSITION / JOB DESCRIPTIONS</td>
<td>AC+4</td>
<td>AC+4</td>
<td>Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.</td>
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<td>3.2</td>
<td>6333</td>
<td>PAYROLL WARRANT LISTINGS</td>
<td>FE+5</td>
<td>FE+5</td>
<td>SIGNED CHECK RECEIPTS FOR PAYROLL; SIGNED COPY SENT TO DIVISION</td>
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<tr>
<td>3.2</td>
<td>6334</td>
<td>PAYROLL AFFIDAVIT CERTIFICATIONS &amp; WARRANT LISTINGS</td>
<td>FE+5</td>
<td>FE+5</td>
<td>Vital Record.</td>
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<td>3.3</td>
<td>6335</td>
<td>TRAINING SUPPORT DOCUMENTATION</td>
<td>AC+2</td>
<td>AC+2</td>
<td>AC=COMPLETION OF CLASS.</td>
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<td>3.3.023</td>
<td>6336</td>
<td>TRAVEL AUTHORIZATION REQUESTS</td>
<td>FE+3</td>
<td>FE+3</td>
<td>EMPLOYEE TRAVEL REQUEST, ADVANCES, COPIES OF VOUCHERS. TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.</td>
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<tr>
<td>3.3.023</td>
<td>6337</td>
<td>REQUESTS FOR REIMBURSABLE ACTIVITIES (NOT TRAVEL REQUESTS)</td>
<td>FE+3</td>
<td>FE+3</td>
<td>REGISTRATION FOR CLASSES, UNENCUMBERED TRAINING / CONFERENCE / MEMBERSHIP FEES, ETC. SEE 6336 FOR TRAVEL REQUESTS.</td>
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<td>3.3.026</td>
<td>6338</td>
<td>EMPLOYEE LISTINGS</td>
<td>US+3</td>
<td>US+3</td>
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**RETENTION CODES (Field 7)**

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| A - Transfer to State Archivist |
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**VITAL Record (Include in Field 9)**

___ ORIGINAL SUBMISSION  
_ X_ RECERTIFICATION  
___ REPLACEMENT PAGE  
___ ADDENDUM PAGE

Page 8
### State of Texas

#### Records Retention Schedule

**Agency**
Texas Department of State Health Services

**Records Series Title**
HEALTH CARE QUALITY SECTION-ADMINISTRATIVE

**Recertified:** 5/23/2012  
**Updated (with or without amendment):** 10/3/2017

**Agency Code:** 537

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<tr>
<td>3.3.030</td>
<td>TRAINING ADMINISTRATION RECORDS</td>
<td>US+2</td>
<td>US+2</td>
<td>(MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPS. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS).</td>
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<tr>
<td>3.4.001</td>
<td>ACCUMULATED LEAVE ADJUSTMENT REQUESTS</td>
<td>FE+5</td>
<td>FE+5</td>
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<tr>
<td>3.4.004</td>
<td>OVERTIME AUTHORIZATION</td>
<td>FE+5</td>
<td>FE+5</td>
<td>BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.</td>
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<td>3.4.007</td>
<td>TIME OFF AND/OR SICK LEAVE REQUESTS</td>
<td>FE+5</td>
<td>FE+5</td>
<td>BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.</td>
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<td>3.4.008</td>
<td>SICK LEAVE POOL DOCUMENTATION</td>
<td>FE+5</td>
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<tr>
<td>4.1.001</td>
<td>ACCOUNTS PAYABLE INFORMATION</td>
<td>FE+3</td>
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<td>4.1.004</td>
<td>ENCUMBRANCE DETAIL</td>
<td>FE+3</td>
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<td>4.1.005</td>
<td>INVENTORY AND OTHER COST FILES</td>
<td>FE+3</td>
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<td>4.1.007</td>
<td>TRANSFERS OR BUDGET REVISIONS (FUNDS TRANSMITTAL FORMS)</td>
<td>FE+3</td>
<td>FE+3</td>
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<td>4.2</td>
<td>DAILY REMITTANCE / CASH RECEIPTS</td>
<td>AC</td>
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<td>AC=CASH RECEIPTS DESTROYED WHEN VERIFIED ON THE DAILY REMITTANCE LIST THAT COMES FROM FISCAL.</td>
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<td>EXPENDITURE VOUCHERS</td>
<td>FE+3</td>
<td>FE+3</td>
<td>PURCHASE VOUCHERS. SEE #6353 FOR TRAVEL VOUCHERS.</td>
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**Vital Records (Include in Field 9)**

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### State of Texas
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#### 4.2.007 6353 TRAVEL VOUCHERS
FE+3 FE+3

TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.

#### 4.3.002 6354 RECEIPTS JOURNALS OR REGISTERS
FE+3 FE+3

#### 4.3.003 6355 BUDGET REPORTS (INCLUDES EXPENDITURE JOURNALS/REGISTERS)
FE+3 FE+3

#### 4.5.001 6356 WORKSHEETS FOR PREPARING FISCAL REPORTS
FE+3 FE+3

#### 4.5.002 6357 INTERNAL FISCAL MANAGEMENT REPORTS (INCLUDES MONTHLY & ANNUAL)
FE+3 FE+3

#### 4.6.001 6359 MONTHLY BALANCING RECORDS
FE+3 FE+3

#### 4.7.007 6360 DETAIL CHART OF ACCOUNTS
FE+3 FE+3

#### 4.7.012 6361 SIGNATURE AUTHORIZATIONS
US+FE+3 US+FE+3

#### 5.1.001 1187 CONTRACTS & LEASES
AC 7 AC+7

Vital record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS 05-537-307 (Prof Lic)

#### 5.1.004 6362 MAILING, ADDRESS & TELEPHONE LISTINGS
US US

#### 5.1.005 1189 POSTAGE EXPENSE REPORTS
FE+3 FE+3

#### 5.1.007 6363 REQUISITIONS FOR IN-AGENCY / INTERAGENCY COPY / PRINTING SERVICE
AV AV

#### 5.1.011 6364 FAX / COPIER USE LOGS
AV AV

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**VITAL Record (Include in Field 9)**
### State of Texas

**Records Retention Schedule**

**Automated Facsimile of SLR-105**

**2. Agency Code:** 537

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

**5. Agency Item #**

**6. Records Series Title**

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<td>CORRESPONDENCE TRACKING RECORDS / MAILING LOGS (INCLUDES US POSTAL SERVICE OR PRIVATE CARRIERS)</td>
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<td>EQUIPMENT MANUALS</td>
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<td>BILLING DETAIL - TELECOMMUNICATIONS</td>
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<td>FE+3</td>
<td>CELL PHONE USAGE FOR PROGRAMS</td>
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<td>DISPUTED CALL DOCUMENTATION</td>
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Include in Field 9