### Records Retention Schedule

<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Agency Item #</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>560</td>
<td>HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION SECTION</td>
<td>PM PM PM</td>
<td>REPORT REQUIRED BY 45 CFR 96 SUBPART L.</td>
<td>15-537-580</td>
<td>PERMANENT RETENTION REQUESTED BY PROGRAM.</td>
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<td>42</td>
<td>SYNAR REPORTS</td>
<td>PM PM PM</td>
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<tr>
<td>996</td>
<td>APPLICATIONS FOR SAFETY SEAT EDUCATION PROGRAM</td>
<td>US+5 US+5</td>
<td>ANNUAL RENEWALS DO NOT SUPERSEDE THE APPLICATION.</td>
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<tr>
<td>1042</td>
<td>CHILD PASSENGER SAFETY TECHNICIAN EXAMS</td>
<td>5 5</td>
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<td>1055</td>
<td>CHILD PASSENGER SAFETY DISTRIBUTION PROGRAM DATABASE</td>
<td>AV AV</td>
<td>INCLUDES INFORMATION FROM APPLICATIONS FOR SAFETY SEAT EDUCATION PROGRAM AND RECIPIENT LISTS.</td>
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<td>1426</td>
<td>CHILD PASSENGER SAFETY CHECKLISTS</td>
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<td>1.1</td>
<td>5804 RESOURCE FILES</td>
<td>AV AV</td>
<td>SLIDE NOTEBOOKS, STATISTICS</td>
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<tr>
<td>1.1.008</td>
<td>5805 GENERAL CORRESPONDENCE/REQUESTS FOR INFORMATION (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)</td>
<td>2 2</td>
<td>INCLUDES SOME E-MAIL</td>
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<tr>
<td>1.1.020</td>
<td>6245 PUBLIC INFORMATION REQUESTS - NOT EXEMPTED (OPEN RECORDS REQUESTS - FILLED)</td>
<td>AC+1 AC+1</td>
<td>AC=DATE REQUEST FULFILLED</td>
<td></td>
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<tr>
<td>1.1.021</td>
<td>6246 PUBLIC INFORMATION REQUESTS - EXEMPTED (OPEN RECORDS REQUESTS - DENIED)</td>
<td>AC+2 AC+2</td>
<td>AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.</td>
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<tr>
<td>1.1.023</td>
<td>1523 ORGANIZATION CHARTS</td>
<td>US US A</td>
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<tr>
<td>1.1.024</td>
<td>6247 PLANS AND PLANNING RECORDS</td>
<td>AC+3 AC+3 R</td>
<td>AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.</td>
<td></td>
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</tbody>
</table>

**Retention Codes (Field 7)**
- AC - After Closed, Terminated, Completed, Expired, Settled
- AV - As Long As Administratively Valuable
- DA - Days
- FE - Fiscal Year End
- LA - Life of Asset
- MO - Months
- PM - Permanent
- FE - Fiscal Year End
- LA - Life of Asset
- MO - Months
- PM - Permanent

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

**VITAL Record (Include in Field 9)**
- AV - As Long As Administratively Valuable
- DA - Days
- FE - Fiscal Year End
- LA - Life of Asset
- MO - Months
- PM - Permanent
- AC - After Closed, Terminated, Completed, Expired, Settled
## Records Retention Schedule

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

### 560 - HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION SECTION

<table>
<thead>
<tr>
<th>Item #</th>
<th>Agency Code</th>
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<th>Storage</th>
<th>Total</th>
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<tr>
<td>1.1.040</td>
<td>6815</td>
<td>SPEECHES, PAPERS AND PRESENTATIONS</td>
<td>AC</td>
<td>AC</td>
<td>R</td>
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<td>1.1.043</td>
<td>6814</td>
<td>TRAINING MATERIALS</td>
<td>US+1</td>
<td>US+1</td>
<td>(INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.)</td>
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<tr>
<td>1.1.057</td>
<td>1520</td>
<td>TRANSITORY INFORMATION</td>
<td>AC</td>
<td>AC</td>
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<tr>
<td>1.1.063</td>
<td>5806</td>
<td>MEETING MINUTES/NOTES - STAFF</td>
<td>1</td>
<td>1</td>
<td>STAFF &amp; CORE MINUTES</td>
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<tr>
<td>1.1.064</td>
<td>2604</td>
<td>PERFORMANCE MEASURES DOCUMENTATION</td>
<td>FE+3</td>
<td>FE+3</td>
<td>Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN &amp; PERFORMANCE MEASURES TO MANAGE AGENCY.</td>
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<tr>
<td>1.1.065</td>
<td>4837</td>
<td>REPORTS, STUDIES AND SURVEYS-RAW DATA</td>
<td>AV</td>
<td>AV</td>
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<tr>
<td>1.1.067</td>
<td>5800</td>
<td>ADMINISTRATIVE REPORTS (INCLUDES MONTHLY ACTIVITY REPORTS, MANPOWER REPORTS)</td>
<td>FE+1</td>
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<td>FE+3</td>
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<td>1.1.069</td>
<td>5799</td>
<td>EMPLOYEE RECORDS</td>
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<td>1.1.070</td>
<td>5802</td>
<td>ORIENTATION MANUAL - FINAL</td>
<td>AC+3</td>
<td>AC+3</td>
<td>Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.</td>
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</tbody>
</table>

### Retention Codes (Field 7)
- **AC** - After Closed, Terminated, Completed, Expired, Settled
- **CE** - Calendar Year End
- **MO** - Months
- **AV** - As Long As Administratively Valuable
- **US** - Until Superseded
- **PM** - Permanent
- **FE** - Fiscal Year End
- **LA** - Life of Asset
- **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)
- **V** - Vital Record
**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

<table>
<thead>
<tr>
<th>Agency Code</th>
<th>Agency</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
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<tr>
<td>537</td>
<td>Texas Department of State Health Services</td>
<td>560 - HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION SECTION</td>
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</tbody>
</table>

### 1.1.071  5743

**RULES, POLICIES AND PROCEDURES-WORKING FILES**

AC+3  
AC+3  
R  
Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

### 1.2.003  993

**FORMS HISTORY FILE**

AC+1  
AC+1  
Vital Record.

### 2.2.016  5994

**SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS**

LA+3  
LA+3  
Vital Record.

### 3.1  6715

**POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)**

AC  
AC  
Vital Record. 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.

### 3.1.014  5810

**EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)**

2  
2  
Vital Record maintained by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.

### 3.1.019  5811

**PERFORMANCE 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.

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**RETENTION CODES (Field 7)**

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- MO - Months
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**ARCHIVAL CODES (Field 8)**

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

**VITAL Record (Include in Field 9)**
### HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION SECTION

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Description</th>
<th>Retention Code</th>
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<th>Remarks</th>
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<tr>
<td>3.1.023</td>
<td>JOB DESCRIPTIONS</td>
<td>AC</td>
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<td>Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.</td>
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<td>3.3</td>
<td>TRAINING SUPPORT DOCUMENTATION</td>
<td>AC</td>
<td>AC+2</td>
<td>AC=COMPLETION OF CLASS</td>
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<tr>
<td>3.3.023</td>
<td>TRAVEL AUTHORIZATION REQUESTS</td>
<td>FE</td>
<td>FE+3</td>
<td>TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.</td>
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<td>3.3.031</td>
<td>EEO RECORDS</td>
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<tr>
<td>3.4.004</td>
<td>OVERTIME AUTHORIZATIONS</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 &amp; 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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<tr>
<td>4.7.008</td>
<td>GRANT APPLICATION/AWARD NOTICES</td>
<td>AC</td>
<td>AC+3</td>
<td>Vital Record. AC=DATE OF THE AWARD</td>
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<tr>
<td>4.7.008</td>
<td>FEDERAL GRANT RECORDS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).</td>
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<td>5.1.001</td>
<td>CONTRACTS</td>
<td>AC+7</td>
<td>AC+7</td>
<td>Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.</td>
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<td>5.1.004</td>
<td>ADDRESS &amp; TELEPHONE LISTINGS</td>
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<td>5.3.008</td>
<td>PURCHASING RECORDS</td>
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