

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			

560 - HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION SECTION

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

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US -Until Superseded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)

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			

560 - HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION SECTION

1.1.040	6815	SPEECHES, PAPERS AND PRESENTATIONS	AC	AC	AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	6814	TRAINING MATERIALS	US+1	US+1	US+1		(INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.)
1.1.057	1520	TRANSITORY INFORMATION	AC	AC	AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.
1.1.063	5806	MEETING MINUTES/NOTES - STAFF	1	1	1		STAFF & CORE MINUTES
1.1.064	2604	PERFORMANCE MEASURES DOCUMENTATION	FE+3	FE+3	FE+3		Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.
1.1.065	4837	REPORTS, STUDIES AND SURVEYS-RAW DATA	AV	AV	AV		
1.1.067	5800	ADMINISTRATIVE REPORTS (INCLUDES MONTHLY ACTIVITY REPORTS, MANPOWER REPORTS)	FE+1	2	FE+3	R	IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
1.1.069	5799	EMPLOYEE RECORDS	1	1	1		
1.1.070	5802	ORIENTATION MANUAL- FINAL	AC+3	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

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 StateArchivist  
E - Exempt from sending

VITAL Record (Include in Field 9)

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			

560 - HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION SECTION

1.1.071	5743	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	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	AC+1		AC=DISCONTINUANCE OF USE OF FORM
2.2.016	5994	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3	LA+3		Vital Record.
3.1	6715	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC	AC	AC		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. BEGINING 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	2		Vital Record maintainted by CAPPs only. Send all records to CAPPs. CAPPs HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.
3.1.019	5811	PEFORMANCE APPRAISALS/JOURNALS	AC+5	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.

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 StateArchivist  
E - Exempt from sending

VITAL Record (Include in Field 9)

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			

560 - HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION SECTION

3.1.023	5813	JOB DESCRIPTIONS	AC	4	AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.3	5814	TRAINING SUPPORT DOCUMENTATION	AC	2	AC+2		AC=COMPLETION OF CLASS
3.3.023	1524	TRAVEL AUTHORIZATION REQUESTS	FE	3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.
3.3.031	5815	EEO RECORDS		3			
3.4.004	1527	OVERTIME AUTHORIZATIONS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.
3.4.007	5817	TIME OFF & SICK LEAVE REQUESTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.
4.7.008	5803	GRANT APPLICATION/AWARD NOTICES	AC	3	AC+3		Vital Record. AC=DATE OF THE AWARD
4.7.008	6974	FEDERAL GRANT RECORDS	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).
5.1.001	5818	CONTRACTS	AC+7		AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.
5.1.004	4872	ADDRESS & TELEPHONE LISTINGS	US		US		
5.3.008	4890	PURCHASING RECORDS	FE+3		FE+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)

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

VITAL Record (Include in Field 9)