<table>
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<tr>
<th>Series Item #</th>
<th>Item #</th>
<th>Records Series Title</th>
<th>Agency</th>
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<tr>
<td>1.1.002</td>
<td>115</td>
<td>AUDITS - INTERNAL</td>
<td>AC+2</td>
<td>5</td>
<td>AC+7</td>
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<tr>
<td>1.1.007</td>
<td>38</td>
<td>CORRESPONDENCE, ADMINISTRATIVE (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</td>
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<tr>
<td>1.1.008</td>
<td>117</td>
<td>GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)</td>
<td>2</td>
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<td>1.1.010</td>
<td>118</td>
<td>DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)</td>
<td>US+1</td>
<td>US+1</td>
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<td>1.1.013</td>
<td>5489</td>
<td>ITINERARY INFORMATION</td>
<td>CE+1</td>
<td>CE+1</td>
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<td>1.1.020</td>
<td>792</td>
<td>PUBLIC INFORMATION REQUESTS - NOT EXEMPTED</td>
<td>AC+1</td>
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<td>1.1.021</td>
<td>786</td>
<td>PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)</td>
<td>AC+2</td>
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<td>AC+2</td>
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</table>
## State of Texas
### Records Retention Schedule

**Recertified: 5/23/2012**  
**Amendment Approved: 2/19/2014**  
**Updated (with or without amendment): 10/4/2017**

Automated Facsimile of SLR-105

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

<table>
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<tr>
<td>1.1.038 7163</td>
<td>AC</td>
<td>AC</td>
<td>Paper survey. AC=FINAL DISPOSITION OF SUMMARY REPORT, found in #7164 FOR AGENCY PERFORMANCE MEASURES DOCUMENTATION.</td>
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<tr>
<td>1.1.057 1300</td>
<td>AC</td>
<td>AC</td>
<td>AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS &amp; SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.</td>
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<td>1.1.063 119</td>
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<tr>
<td>1.1.064 7164</td>
<td>FE+3</td>
<td>FE+3</td>
<td>Vital Record. INCLUDES #7163 CUSTOMER SURVEYS</td>
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<tr>
<td>1.2.010 706</td>
<td>10</td>
<td>10</td>
<td>CONVENIENCE COPY. SENT TO RECORDS MANAGEMENT OFFICER WHEN RECORDS ARE DESTROYED.</td>
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<td>2.2.016 5958</td>
<td>LA+3</td>
<td>LA+3</td>
<td>Vital Record.</td>
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<td>3.1 6679</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>
</tr>
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</table>

### 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  
PM - Permanent  
LA - Life of Asset  
DA - Days  
MO - Months

### ARCHIVAL CODES (Field 8)  
A - Transfer to State Archivist  
R - Review by State Archivist  
E - Exempt from sending

**INTERNAL AUDIT**

- **103**
  - CUSTOMER SURVEYS 7163
    - AC
    - AC
    - Paper survey. AC=FINAL DISPOSITION OF SUMMARY REPORT, found in #7164 FOR AGENCY PERFORMANCE MEASURES DOCUMENTATION.
  - TRANSITORY INFORMATION 1300
    - 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.
  - MEETING MINUTES/NOTES - STAFF 119
    - 1
    - 1
  - AGENCY PERFORMANCE MEASURES DOCUMENTATION 7164
    - FE+3
    - FE+3
    - Vital Record. INCLUDES #7163 CUSTOMER SURVEYS
  - RECORDS DISPOSITION LOG 706
    - 10
    - 10
    - CONVENIENCE COPY. SENT TO RECORDS MANAGEMENT OFFICER WHEN RECORDS ARE DESTROYED.
  - SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS 5958
    - LA+3
    - LA+3
    - Vital Record.
  - POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS) 6679
    - 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. 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.
### Records Retention Schedule

#### State of Texas

**Records Retention Schedule**

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Automated Facsimile of SLR-105

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

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<td>103</td>
<td>-</td>
<td>INTERNAL AUDIT</td>
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**3.1.014** 1299 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** 1302 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.

**3.2** 1464 PAYROLL WARRANT LISTINGS FE+5 FE+5 Vital Record. AC=COMPLETION OF CLASS.

**3.3** 130 TRAINING SUPPORT DOCUMENTATION AC+5 AC+5 Vital Record. AC=COMPLETION OF CLASS.

**3.4.004** 4968 OVERTIME AUTHORIZATION FE+5 FE+5 COMP TIME SLIPS; BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.

**3.4.007** 131 TIME OFF/SICK LEAVE REQUESTS FE+5 FE+5 BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.

**4.3.003** 707 EXPENDITURE REGISTER FE+3 FE+3 Vital Record. AC=COMPLETION OF CLASS.

**5.5.001** 374 TELECOMMUNICATIONS BILLING DETAIL (OTHER THAN TEX-AN) FE+3 FE+3 MAY CONTAIN CONFIDENTIAL INFORMATION.

**5.5.006** 1034 BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN) FE+3 FE+3 MAY CONTAIN CONFIDENTIAL INFORMATION