### State of Texas
#### Records Retention Schedule

<table>
<thead>
<tr>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUALITY ASSURANCE (PEDIATRIC WELLNESS)</td>
<td>6 MO 20Y6MO</td>
<td>21</td>
<td>Frew Lawsuit. QA RECORDS FOR PEDIATRIC SCREENING TESTS (I.E. INSTRUMENT MAINTENANCE &amp; QC; REAGENT QC; TEST LOGS; QA LOGS; PHONE LOGS; PROFICIENCY TESTS; TEMPERATURE LOGS; INSTRUMENT CALIBRATIONS).</td>
</tr>
<tr>
<td>QUALITY ASSURANCE (PATIENTS)</td>
<td>6 MO 20Y6MO</td>
<td>21</td>
<td>Frew Lawsuit. QA RECORDS FOR PATIENT TESTING (I.E. INSTRUMENT MAINTENANCE &amp; QC; REAGENT QC; TEST LOGS; QA LOGS; PHONE LOGS; PROFICIENCY TESTS; TEMPERATURE LOGS; INSTRUMENT CALIBRATIONS).</td>
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<td>QUALITY ASSURANCE AND QC (WATER - ENVIRONMENTAL)</td>
<td>1 11</td>
<td>12</td>
<td>RECORDS AND DOCUMENTS TO MEET REGULATORY REQUIREMENTS (I.E. AUDIT REPORTS, PT, QA, AND QC RECORDS).</td>
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<td>REPORTS (PEDIATRIC WELLNESS)</td>
<td>1 MO 20Y11M</td>
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<td>Frew Lawsuit. PEDIATRIC LABORATORY REPORTS.</td>
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<td>REPORTS (PATIENTS)</td>
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<td>Frew Lawsuit. PATIENT REPORTS.</td>
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<td>WORKSHEETS (ASBESTOS)</td>
<td>2 28</td>
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<td>EPA REQUIRES ASBESTOS RECORDS BE RETAINED 30 YEARS</td>
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<td>WORKSHEETS (PEDIATRIC WELLNESS)</td>
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<td>Frew Lawsuit. TESTING RECORDS FOR PEDIATRIC SCREENING TESTS (INTRUMENT PRINTOUTS &amp; RUN QC; SPECIMEN PROCESSING DATA; TEST RESULTS; RAW DATA; ETC.).</td>
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<td>Frew Lawsuit. TESTING RECORDS FOR PATIENT TESTS (INSTRUMENT PRINTOUTS &amp; RUN QC; SPECIMEN PROCESSING DATA; TEST RESULTS; RAW DATA; ETC.).</td>
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#### RETENTION 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
- DA - Days
- US - Until Superseded

#### 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
- US - Until Superseded

---

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

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.
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<td>305 - LABORATORY SERVICES</td>
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<td>336 WORKSHEETS (WATER - ENVIRONMENTAL)</td>
<td>11 12</td>
<td>SEE ITEM #327. CONTAINS RECORDS AND RAW DATA FROM ANALYSIS AND SUPPORTING DATA TO MEET REGULATORY REQUIREMENTS.</td>
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<tr>
<td>1215 HAZARDOUS WASTE</td>
<td>3 3</td>
<td>40 CFR PART 262.40</td>
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<td>1216 INFECTIOUS WASTE</td>
<td>3 3</td>
<td>30 TAC 330.1004</td>
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<td>1219 INDUSTRIAL WASTE DISCHARGE PERMIT</td>
<td>3 3</td>
<td>CITY OF AUSTIN INDUSTRIAL WASTE DISCHARGE PERMIT PART II; STANDARDS CONDITIONS, C-RECORDS RETENTION</td>
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<td>1230 WORKSHEETS (NON-HUMAN)</td>
<td>4 5</td>
<td>TESTING RECORDS FOR ARBOVIRUS AND RABIES TEAMS (INSTRUMENT PRINTOUTS &amp; RUN QC; SPECIMEN PROCESSING DATA; TEST RESULTS; RAW DATA; ETC.).</td>
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<td>1231 QC &amp; QA RECORDS (NON-HUMAN)</td>
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<td>QC RECORDS FOR ARBOVIRUS AND RABIES TEAMS (INSTRUMENT MAINTENANCE &amp; QC; REAGENT QC TEST LOGS; QA LOGS; PHONE LOGS; PROFICIENCY TESTS; TEMPERATURE LOGS).</td>
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<td>1237 MICRO - MILK TESTING RECORDS</td>
<td>2 3 5</td>
<td>RECORDS CORRESPONDING TO TESTING (I.E. SUBMISSION FORMS, WORKSHEETS, REPORTS, ETC.).</td>
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<td>1834 MICRO - WATER TESTING RECORDS</td>
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<td>RECORDS CORRESPONDING TO TESTING (I.E. WORKSHEETS, REPORTS, ETC.).</td>
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<td>1835 REPORTS (WATER-ENVIRONMENTAL)</td>
<td>1 11 12</td>
<td>COPIES OF FINAL ANALYSIS REPORTS ISSUED.</td>
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<td>1918 MEDIA PRODUCTION AND QC RECORDS</td>
<td>3 18 21</td>
<td>MEDIA PREPARATION RECORDS; MEDIA QC RECORDS</td>
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**State of Texas**

**Records Retention Schedule**

**Records Series Title**

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

**Storage**

**Total**

**Retention Period**

**Archival**

**Remarks**

**AC - After Closed, Terminated, Completed, Expired, Settled**

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**DA - Days**

**MO - Months**

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**ARCHIVAL CODES (Field 8)**

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

**A - Transfer to State Archivist**

**R - Review by State Archivist**

**E - Exempt from sending**

**AC**

**AV**

**US**

**CE**

**FE**

**LA**

**MO**

**PM**
## State of Texas

### Records Retention Schedule

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

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

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<td>3908</td>
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<td>DEMOGRAPHIC FINAL WORKSHEETS</td>
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<td>Vital Record. CLIA REQUIREMENTS IN 42 CFR 493.1107</td>
<td>05-537-353</td>
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<td>WORKSHEETS (LEAD COPPER)</td>
<td>6 MOS</td>
<td>11Y6MO</td>
<td>12</td>
<td>SEE ITEM #327. CONTAINS RAW DATA FROM ANALYSIS, SUPPORTING DATA AS DETERMINED BY GROUP SUPERVISOR, QA OFFICER/BRANCH MANAGER. TO MEET EPA REQUIREMENTS.</td>
<td>06-537-522</td>
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<tr>
<td>5899</td>
<td>REPORTS (LEAD COPPER)</td>
<td>6 MOS</td>
<td>11Y6MO</td>
<td>12</td>
<td>COPIES OF FINAL ANALYSIS REPORTS AND SUBMISSION FORMS ISSUED. TO MEET EPA REQUIREMENT.</td>
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<td>6816</td>
<td>NBS SUPPLY ORDER</td>
<td>6 MO</td>
<td>1YR6MO</td>
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<td>NBS COLLECTION KITS REQUESTS. SAVE FOR SUBMITTERS' INQUIRIES.</td>
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<td>CORRESPONDENCE (PEDIATRIC WELLNESS)</td>
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<td>Frew Lawsuit.</td>
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<td>CORRESPONDENCE, (PATIENTS)</td>
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<td>LETTERS</td>
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<td>AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)</td>
<td>AC+6</td>
<td>AC+6</td>
<td>AC=AUTHORIZATION’S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)</td>
<td>05-537-324</td>
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<td>TEST REQUISITIONS (PATIENTS)</td>
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<td>Vital Record. Frew Lawsuit.</td>
<td>05-537-324</td>
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**RETENTION CODES (Field 7)**

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**ARCHIVAL CODES (Field 8)**

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

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

- X - ORIGINAL SUBMISSION
- _X_ - RECERTIFICATION
- ___ - REPLACEMENT PAGE
- ___ - ADDENDUM PAGE
### Records Retention Schedule

**State of Texas**

**Records Retention Schedule**

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

**Automated Facsimile of SLR-105**

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

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<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
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<td>305 - LABORATORY SERVICES</td>
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<td>1.1</td>
<td>3307</td>
<td>RECORD OF HIPAA-AFFECTED DISCLOSURES</td>
<td>AC+6</td>
<td>AC+6</td>
<td>45 CFR 164.530 ((1)-(2)); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE</td>
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<td>1.1</td>
<td>4817</td>
<td>OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)</td>
<td>6</td>
<td>6</td>
<td>45 CFR 164.530 ((1)-(2))</td>
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<td>4823</td>
<td>ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED</td>
<td>AC+6</td>
<td>AC+6</td>
<td>45 CFR 164.530 ((1)-(2)); AC=DATE OF DENIAL OF INFORMATION</td>
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<td>4824</td>
<td>AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED</td>
<td>AC+1</td>
<td>AC+1</td>
<td>AC=DATE RECORD AMENDED OR REQUEST FILLED.</td>
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<td>AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED</td>
<td>AC+6</td>
<td>AC+6</td>
<td>45 CFR 164.530 ((1)-(2)); AC=DATE OF DENIAL OF INFORMATION</td>
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<tr>
<td>1.1</td>
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<td>TEST REQUISITIONS (NON-HUMAN)</td>
<td>2 MO</td>
<td>6Y4MO</td>
<td>6Y6MO</td>
<td>Vital Record. Frew Lawsuit. INCLUDING NBS, THC, AND OTHER CHILD HEALTH TESTING.</td>
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<td>TEST REQUISITIONS (PEDIATRIC WELLNESS)</td>
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<td>20Y10M</td>
<td>21</td>
<td>Vital Record. Frew Lawsuit. INCLUDING NBS, THC, AND OTHER CHILD HEALTH TESTING.</td>
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<td>1.1.006</td>
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<td>COMPLAINTS RELATED TO PRIVACY (HIPAA)</td>
<td>AC+6</td>
<td>AC+6</td>
<td>45 CFR 164.530 ((1)-(2)); AC=FINAL DISPOSITION OF COMPLAINT</td>
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<td>1.1.007</td>
<td>271</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>2</td>
<td>2</td>
<td>4</td>
<td>R</td>
<td>Vital Record. LETTERS DEVELOPMENT OF AGENCY POLICY &amp; PROCEDURES. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
</tr>
</tbody>
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### RETENTION CODES (Field 7)

- AC - After Closed, Terminated, Completed, Expired, Settled
- AV - As Long As Administratively Valuable
- CE - Calendar Year End
- DA - Days
- DA - Days
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- PM - Permanent
- PM - Permanent
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- US - Until Superseded

### ARCHIVAL CODES (Field 8)

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

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#### State of Texas

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**Automated Facsimile of SLR-105**

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<tr>
<td><strong>305</strong> - LABORATORY SERVICES</td>
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1. **1.1.008** 274 GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)

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<td>2</td>
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<td>LETTERS W/ROUTINE MATTERS. INCLUDES SOME E-MAIL.</td>
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2. **1.1.020** 393 PUBLIC INFORMATION REQUESTS - NOT EXEMPTED

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<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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3. **1.1.021** 1444 PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)

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<td>AC+2</td>
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<td>AC=DATE OF DENIAL OF REQUEST</td>
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4. **1.1.043** 281 TRAINING MANUALS

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<td>US+1</td>
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<td>MATERIAL DEVELOPED BY AGENCY FOR TRAINING</td>
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5. **1.1.057** 486 TRANSITORY INFORMATION

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<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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6. **1.1.063** 275 MEETING MINUTES/STAFF NOTES

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<td>1</td>
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<td>MINUTES OF INTERNAL STAFF MEETINGS</td>
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7. **1.1.063** 1238 MEETING MINUTES/STAFF NOTES

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<td>STAFF MEETINGS WILL CONTAIN SOME QA REPORTS/NEED TO KEEP 2 YEARS FOR CLIA</td>
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8. **1.1.065** 5557 REPORTS AND STUDIES (NON-FISCAL) - RAW DATA

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<td>AV</td>
<td>AV</td>
<td>INCLUDES NEWBORN SCREENING BLOODSPOTS.</td>
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9. **1.1.067** 279 REPORTS & STUDIES (NON-FISCAL)

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**ARCHIVAL CODES (Field 8)**

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

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

- V - Vital Record
## Records Retention Schedule

**State of Texas**  
**Recertified: 5/23/2012**  
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### 1.1.070 277 POLICIES AND PROCEDURES MANUALS- FINAL

- **Agency Code:** AC+3
- **Storage Code:** AC+3
- **Archival Code:** R

Vital Record. AGENCY'S POLICIES & OPERATING PROCEDURES; MANUALS CONTAINING TESTING INFORMATION THAT HAS BEEN CHANGED OR DISCONTINUED. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

### 1.1.070 278 POLICIES AND PROCEDURES (SCIENTIFIC)- FINAL

- **Agency Code:** AC+3
- **Storage Code:** AC+3
- **Archival Code:** R

Vital Record. AGENCY'S POLICIES & OPERATING PROCEDURES; MANUALS CONTAINING TESTING INFORMATION THAT HAS BEEN CHANGED OR DISCONTINUED. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

### 1.1.071 5159 RULES, POLICIES AND PROCEDURES-WORKING FILES

- **Agency Code:** AC+3
- **Storage Code:** AC+3
- **Archival Code:** R

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

### 1.2.006 5024 RECORDS TRANSMITTAL FORMS

- **Agency Code:** AC+2
- **Storage Code:** AC+2

AGENCY COPY (INCLUDES RMD101 TX-R-5.306-58-1 & AGENCY STORAGE FORMS) AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER

### 2.2.016 5975 SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS

- **Agency Code:** LA+3
- **Storage Code:** LA+3

Vital Record.

### 3.1 4405 EMPLOYEE IMMUNIZATION - MEDICAL RECORDS

- **Retention Period:** 2 8 10

Vital Record. IMMUNIZATION-MEDICAL RECORDS REQUIRE 10 YR RETENTION PERIOD. 05-537-346

### 3.1 6696 POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)

- **Agency Code:** AC
- **Storage Code:** 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 CAPP'S TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARD TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.

### Retention Codes

- **AC**: After Closed, Terminated, Completed, Expired, Settled
- **AV**: As Long As Administratively Valuable
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- **FE**: Fiscal Year End
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- **DA**: Days

### Archival Codes

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

**DATE: 10/4/2017**

**Recertified: 5/23/2012**

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

**Updated (with or without amendment): 10/4/2017**
### State of Texas

#### Records Retention Schedule

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

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

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<td>EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)</td>
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<td>Vital Record maintained by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.</td>
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<td>PERFORMANCE APPRAISALS/JOURNALS</td>
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<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>TRAINING SUPPORT DOCUMENTATION</td>
<td>AC+5</td>
<td>AC+5</td>
<td>DOES NOT INCLUDE HAZARDOUS MATERIAL, TRAINING RECORDS/AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC.</td>
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<td>TRAVEL AUTHORIZATION REQUESTS</td>
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<td>TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005.</td>
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<td>OVERTIME AUTHORIZATION</td>
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<td>EQUIPMENT MAINTENANCE LOGS</td>
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<td>EQUIPMENT MANUALS</td>
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<td>EQUIPMENT MANUALS. CAP REQUIREMENT IS 2 YEARS PAST THE RETIREMENT OF THE EQUIPMENT.</td>
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<td>MECHANICAL SERVICE FOR INSTALLATION OR REPAIR</td>
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</table>

**RECORDS CODES (Field 7)**  
AC - After Closed, Terminated, Completed, Expired, Settled  
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**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  
US - Until Superseded
# Records Retention Schedule

**State of Texas**

**Records Retention Schedule**

## Records

<table>
<thead>
<tr>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>5.4 311 SAFETY INSPECTIONS, CERTIFICATES OF CERTIFICATION OF BIOLOGICAL HOODS</td>
<td>2 28 30</td>
<td>TO MEET THE REQUIREMENTS OF OSHA</td>
<td>11-537-559</td>
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<tr>
<td>5.4 1544 COPY OF MOVING AND NON-MOVING TRAFFIC VIOLATIONS (KEPT WITH PERFORMANCE APPRAISALS)</td>
<td>2 2</td>
<td>FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.</td>
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<tr>
<td>5.4 5509 REVIEW OF APPROPRIATE LICENSURE FOR OPERATION OF MOTOR VEHICLE (KEPT WITH PERFORMANCE APPRAISALS)</td>
<td>2 2</td>
<td>FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.</td>
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<tr>
<td>5.4.003 312 INSPECTION RECORDS (PATIENTS)</td>
<td>AC+3 AC+3</td>
<td>SEE AGENCY ITEM #326; AC=INSPECTION, OR DATE OF CORRECTION OF DEFICIENCY, IF REPORT SHOWS DEFICIENCY</td>
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<tr>
<td>5.4.007 321 SAFETY TRAINING - HAZARDOUS MATERIALS</td>
<td>5 5</td>
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<td></td>
</tr>
<tr>
<td>5.4.009 1217 WORKPLACE CHEMICAL LIST</td>
<td>30 30</td>
<td>Vital Record. HAZARD COMMUNICATION STANDARD REQUIREMENT. HEALTH &amp; SAFETY CODE 502.008(d) REQUIRES THIS LIST FOR AMOUNTS OF CHEMICALS OVER 55 GALLONS, 500 POUNDS OR IN EXCESS OF CERTAIN AMOUNTS FOR CERTAIN HIGHLY TOXIC OR DANGEROUSLY HAZARDOUS CHEMICALS.</td>
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<td>5.4.010 1227 SAFETY DATA SHEETS (SDS)</td>
<td>AC AC</td>
<td>AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED BY AGENCY, AS APPLICABLE</td>
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**Agency Code:** 537  
**Agency:** Texas Department of State Health Services

**Recertified:** 5/23/2012  
**Updated (with or without amendment):** 10/4/2017

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

Automated Facsimile of SLR-105

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### State of Texas
#### Records Retention Schedule

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Automated Facsimile of SLR-105

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

<table>
<thead>
<tr>
<th>Records Series Item #</th>
<th>Agency</th>
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<td>AC+2</td>
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</tbody>
</table>

Vital Record. (INCLUDES PASSWORDS & SIGNED STATEMENTS OR SIMILAR INSTRUMENTS OF ACCESS TO AGENCY FACILITIES, EQUIPMENT, OR AUTOMATED SYSTEMS) AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER IS SOONER.

| 5.6.005 323 VEHICLE USE REPORTS- OPERATION LOG | 1 | 1 |

INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.

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