

State of Texas
Records Retention Schedule

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

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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			

670 - MENTAL HEALTH HOSPITALS

670	USDA NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM	AC+3Y90DA		AC+3Y90DA		AC=END OF PROGRAM YEAR; ALL AUDIT REQUIREMENTS MUST BE MET BEFORE RECORDS MAY BE DESTROYED.	
4140	ABUSE AND NEGLECT FILES (INCLUDES ALLEGATIONS)	AC		AC		Vital Record. AC=10 YEARS FROM THE DATE OF THE COMMISSION OF THE OFFENSE OR 10 YEARS FROM THE 18TH BIRTHDAY OF THE VICTIM, WHICHEVER IS LONGER. (CODE OF CRIMINAL PROCEDURE ART. 12.01)	
4486	CLIENT INJURY REPORTS	AC+10		AC+10		AC=DATE OF HOSPITAL DISCHARGE. BASED ON ASSESSMENTS KEPT IN MEDICAL RECORD. SEE #4704 INVESTIGATION RECORDS.	
4487	CLINICAL / MEDICAL X-RAYS	AC	5	AC+5		AC=DATE OF X-RAY. RADIOGRAPHIC FILMS, MAMMOGRAPHY FILMS. 42 CFR 482.26(d)(2)	
4682	CONTROLLED SUBSTANCE RECORDS	2		2		Vital Record. 22TAC§291.75. PHARMACY MANAGEMENT RECORD; (INCLUDES DEA 222; POWER OF ATTORNEY; DEA 441; DEA 106; ADMINISTRATION LOGS; ANNUAL INVENTORY RECORDS.	
4688	HUMAN RADIATION EXPERIMENTS	1	PM	PM		Vital Record.	

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4692		CREDENTIALING AND PRIVILEGING RECORDS FOR MEDICAL STAFF	AC+75		AC+75		AC=TERMINATION OF EMPLOYMENT. Includes Credential files; Records, discussions, and deliberations relating to credentialing and peer quality review and improvement activities; Quality assurance files specific to medical staff members; Committee, department, and general staff meeting minutes related to Credentialing and Privileging only; Other documents pertinent to the medical staff organization including records that may be needed to defend the hospital against legal action; Privileging files that outline privileges granted and any issues with reduced privileges (includes physicians and other licensed practitioners as PA's, NP's, and Psychology PhD's, Podiatrists, and Dentists.)	
4704		CLIENT RECORDS- MENTAL HEALTH (CORE AND NON-CORE)	AC	10	AC+10		Vital Record. AC=LAST SERVICE DATE FOR PATIENT OR 30TH BIRTHDAY, WHICHEVER IS LONGER. CORE RECORDS INCLUDE MOVEMENT LOG; DEMOGRAPHIC DATA FOR ADULT OR CHILD/ADOLESCENT; PSYCHIATRIC EVALUATION; MEDICAL HISTORY/REVIEW OF SYSTEMS; PHYSICAL EXAM; ABNORMAL INVOLUNTARY MOVEMENT SCALE; SOCIAL ASSESSMENT; DENTAL RECORD INITIAL EXAM REPORT; DENTAL PROGRESS/TREATMENT RECORD; PSYCHOLOGICAL ASSESSMENT; MEDICAL EVALUATION REPORT; SOCIAL INFORMATION REPORT; DEVELOPMENTAL ASSESSMENT REPORT; MEDICAID REIMBURSEMENT FORM; DISCHARGE/FURLOUGH SUMMARY; DEATH SUMMARY; AFTERCARE LOG; IMMUNIZATION RECORD; NUTRITION SCREEN AND NUTRITION CONSULT/REFERRAL; CONTINUITY OF CARE; FORENSIC RECORDS (INCLUDES 46.02/03 AND 46-B'S); DANGEROUS REVIEW BOARD HEARINGS.	

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4705	CLIENT RECORDS (CORE AND NON-CORE)- MICROFILM/MICROFICHE	AC+68	AC+68	Vital Record. AC=BEFORE 9/1/05, RECORDS MICROFILMED 7 YEARS AFTER PATIENT DISCHARGED, CASE CLOSED, COMPLETED OR TERMINATED. THIS RECORD SERIES IS RESERVED FOR FACILITIES THAT ARE UNABLE TO ISOLATE THE INDIVIDUAL MEDICAL RECORDS ELIGIBLE FOR DESTRUCTION IN AGENCY ITEM #4704.
5017	CLIENT RECORDS - MENTAL RETARDATION (CORE AND NON-CORE)	AC+10	AC+10	AC=LAST SERVICE DATE FOR PATIENT OR 30TH BIRTHDAY, WHICHEVER IS LONGER. RETENTION PERIOD COMPLIES WITH SIMILAR RECORDS AT DEPT OF AGING AND DISABILITY SERVICES (DADS). INCLUDES COMPREHENSIVE DIAGNOSIS & EVALUATION OF MENTAL RETARDATION & SUPPORTING DOCUMENTS. SEE RELATED RECORD AT #6666.
5346	DESIGNATED RECORD SETS	US+6	US+6	Vital Record. HIPAA COMPLIANCE - DOCUMENTATION OF DESIGNATED RECORD SETS, INCLUDING MEDICAL RECORDS, BILLING RECORDS, MEDICAID RECORDS.
5359	VARIOUS LOGS TRACKING PATIENTS	3	3	INCLUDES COMPL PENDING LABS; HL-7 LOGS; ASH BILLINGS REPORTS; ENVIR SERVICE RECORDS.
5388	HISTORICAL MEDICAL RECORDS AT AUSTIN STATE HOSPITAL (1861-1925)	AV	AV	SELECT MEDICAL RECORDS IN BOUND VOLUMES
5399	HISTORICAL MEDICAL RECORDS AT TERRELL STATE HOSPITAL (1885-1965)	AV	AV	SELECTED MEDICAL RECORDS IN BOUND VOLUMES.
5860	DEATH REVIEWS	5	5	

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5889	MASTER PATIENT INDEX FOR MENTAL HEALTH HOSPITALS	PM	PM	Vital Record. DEPENDING ON FACILITY. (INCLUDES HISTORIC RECORDS USED TO IDENTIFY CEMETERY PLOTS.) INCLUDES PATIENT NAME, MEDICAL RECORD#, DATE OF BIRTH, SSN, ADMISSION DATE, DISCHARGE DATE. MAY ALSO INCLUDE LAST KNOWN ADDRESS AND DISCHARGE DIAGNOSIS.
6262	QUALITY CONTROL SHEETS FOR WAIVED TESTING (GLUCOMETERS)	FE+2	FE+2	
6263	EMERGENCY MEDICAL SYSTEM RESPONSE EVALUATIONS	5	5	
6264	CPR AND A&D USE EVALUATIONS	5	5	
6268	INVENTORY OF PHARMACEUTICALS	US+2	US+2	Vital Record. 22TAC§291.75
6269	PHARMACY MANAGEMENT RECORDS	2	2	Vital Record. 22TAC§291.75. INCLUDES DISTRIBUTION OF INPATIENT DRUGS RECORDS; DISTRIBUTION OF OUTPATIENT DRUGS RECORDS; INVENTORY CONTROL OF DANGEROUS DRUGS & INVOICES; REPACKAGING CONTROL LOG; DRUG THERAPY MANAGEMENT RECORDS; PRESCRIPTIONS; SUPPLIERS INVOICES AND CREDIT MEMOS; AFTER HOURS LOGS; DESTRUCTION LOGS.
6270	DRUG RECALL RECORDS	1	1	Vital Record.
6271	PERMANENT LOG OF PHARMACY STAFF'S INITIALS OR IDENTIFICATION CODES WHICH WILL IDENTIFY BY NAME	PM	PM	Vital Record. 22TAC§291.75; Initials or identification code shall be unique to ensure that each person can be identified, i.e., identical initials or identification codes cannot be used.

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6562	EKG TRACINGS		AV		AV			
6563	EEG TRACINGS		AV		AV			
6564	MENUS		US		US			
6565	MENUS & NUTRITIONAL ANALYSES		3		3			
6566	DIABETIC MEAL PLANS		5		5			
6567	WARD PATIENT DIET LISTS		2 MO		2 MO			
6568	DIET INSTRUCTION RECORDS		1		1			
6569	DIET CONSULTATION SHEETS		2		2			
6570	COOK'S WORKSHEET		3 MO		3 MO			
6571	FOOD PREFERENCE SURVEYS		US		US			
6572	RECIPES		AV		AV			
6573	FOOD TEMPERATURE RECORDS - SERVING LINE		5		5			
6574	PATIENT TRAY MONITORING		5		5			
6575	PATIENT NUTRITIONAL STATUS		5		5			
6576	DAILY PATIENT COUNT		5		5			

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6577	DISHWASHER TEMPERATURE RECORDS		5		5			
6578	NUTRITIONAL ASSESSMENT		2 MO		2 MO			
6657	PATIENT DIETARY RECORDS		AC+3		AC+3		AC=LAST PATIENT DISCHARGE	
6658	DENIALS (ADMISSIONS)		AC	5	AC+5		AS REQUESTED BY MEDICARE. AC=DATE OF DENIAL.	
6659	OPPORTUNITY TO REGISTER TO VOTE FORM		22 MO		22 MO		RECORDS PATIENT DECLINATION TO REGISTER TO VOTE. Election Code Title 2, §20.036(c)	
6660	PATIENT REPORTABLE DISEASE		AC		AC		STATE REQUIREMENT; IF RECORD IS NOT KEPT IN THE PATIENT MEDICAL RECORD THEN THE RETENTION PERIOD IS AC (AC=7 YRS PAST THE DATE THAT THE LAST ENCOUNTER OCCURRED OR THE PATIENT'S 21ST BIRTHDAY, WHICHEVER OCCURS LATER.)	
6661	INFECTION CONTROL REPORTS (MONTHLY AND ANNUALLY)		4		4		JOINT COMMISSION REQUIREMENT	
6662	INFECTION CONTROL RISK ASSESSMENTS		4		4		JOINT COMMISSION REQUIREMENT	
6663	INFECTION CONTROL - EXPOSURE		30		30		INCLUDES EMPLOYEE AND PATIENT EXPOSURES. EMPLOYEE REQUIREMENT FOUND IN OSHA 29 CFR 1910.1020 (d) (1) & 29 CFR 1910.1030 (see also # 6560)	
6666	DMR (DETERMINATION OF MENTAL RETARDATION)		AC+30		AC+30		Vital Record. AC=LAST SERVICE DATE OR 21ST BIRTHDAY, WHICHEVER IS LATER. RETENTION PERIOD COMPLIES WITH SIMILAR RECORDS AT DEPT OF AGING AND DISABILITY SERVICES (DADS). SEE RELATED RECORD AT #5017.	

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6667		STATE BOARD OF PHARMACY CORRESPONDENCE AND NOTIFICATIONS	2		2		ALL NOTIFICATIONS AS REQUIRED IN OCCUPATIONAL CODE § 562.106.	
6674		PSYCHOLOGICAL TESTING (INDIVIDUAL) RAW TEST DATA	AC+30		AC+30		AC=CLIENT'S DISCHARGE OR 21ST BIRTHDAY OF MINOR, WHICHEVER IS LATER (TO AGREE WITH SAME RECORD AT DADS). (TSBEP RULE - 22 TAC §465.22)	
6765		UTILIZATION MANAGEMENT AGREEMENTS WITH MENTAL HEALTH AUTHORITY (COMMUNITY MENTAL HEALTH CTR)	FE+1		FE+1			
6766		MENTAL HEALTH AUTHORITY SATISFACTION SURVEY	FE		FE			
6767		PHARMACY - LOG BOOK OF PATIENT PERSONAL MEDICATIONS	AV		AV		LOG BOOK CAN BE DESTROYED WHEN PATIENT IS DISCHARGED.	
6768		PHARMACY - MAIL LOG	AV		AV		INCLUDES DOCUMENTATION OF MEDICATIONS MAILED TO PATIENT OR MHMR CENTER. DESTROY WHEN DELIVERY OF LAST ENTRIES HAVE BEEN VERIFIED.	
6775		BIOHAZARD WASTE LOG	AV		AV		Waste Log kept until receipt of BioHazard Destruction Log #6776	
6776		BIOHAZARD DESTRUCTION LOG	3		3		30 TAC §330.1207(3)-Related record at #6775	
6777		RECALL DOCUMENTATION (NOT DRUG RECALL)	LA		LA		RECALLS FOR FOOD, TOYS, ELECTRONICS, AUTOMOBILE PARTS. (#6270 drug recalls)	
6784		RESEARCH PROTOCOLS	3		3			
6785		EXECUTIVE COMMITTEE GOVERNING BODY MINUTES	3		3			

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	6786	ENVIRONMENT OF CARE MINUTES (LOCAL)	3		3			
	6808	LAB REQUISITION FORMS	2		2			
	6919	QUALITY CONTROL RECORDS - REQUIRED FOR JOINT COMMISSION	3		3		INCLUDES EMERGENCY KIT LOG, FIRST AID CART LOG; REFRIGERATOR LOG.	
	6920	NON-MEDICAL STAFF CREDENTIALING AND LICENSING RECORDS	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT. Non-medical staff include nurses, social workers, psychologists, and occupational therapists.	
	6921	NON-MEDICAL STAFF PEER REVIEW RECORDS	AC+3		AC+3		AC=DATE OF THE INDIVIDUAL PEER REVIEW. Non-medical staff include nurses, social workers, psychologists, and occupational therapists. NURSING RECORDS ARE CONFIDENTIAL: Health and Safety Code 303.006 (e). PEER REVIEW PLAN PRESERVED IN DSHS POLICY PA-4005.	
	6923	QUALITY CONTROL RECORDS - NOT REQUIRED BY JOINT COMMISSION	AV		AV		INCLUDES SHOWER LOG; RAZOR LOG.	
1.1	4712	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)	
1.1	4714	RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6		45 CFR 164.530 (j)(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	
1.1	4715	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6		45 CFR 164.530 (j)(1)-(2).	

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1.1	4716	ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC	AC	RETAINED BY DSHS HOSPITALS AS DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=10 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.	
1.1	4717	ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6	AC+6	45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION	
1.1	4718	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1	AC+1	AC=DATE RECORD AMENDED OR REQUEST FILLED.	
1.1	4719	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6	AC+6	45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATON	
1.1	5387	JOINT COMMISSION (JCAHO) MEETING NOTES	3	3		
1.1	5888	ROOT CAUSE ANALYSIS ON SENTINEL EVENTS REPORTS	5	5		
1.1	6132	ANNUAL OPERATING PLAN	AC+3	AC+3	AC=LAST DATE COVERED BY ANNUAL PLAN. REQUIRED FOR JOINT COMMISSION	
1.1	6137	DATA INTEGRITY REVIEW / NRI REVIEW	AV	AV	INTERNAL AND EXTERNAL "AUDITS" REQUIRED IN MENTAL HEALTH HOSPITALS	
1.1	6535	MEMBERSHIPS	AC	3 AC+3	AC=EXPIRATION OF MEMBERSHIP. (INCLUDES SUPERINTENDENT'S FINAL APPROVAL FOR PAYMENT OF MEMBERSHIPS, LICENSES, AND CERTIFICATIONS AT A FACILITY). REQUIRED PER SYSTEM ADMINISTRATION 407.	

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1.1	6536	REPORTS / VALUABLES REGISTER LOGS	AC	6	AC+6	AC=DISCHARGE OF PATIENT. (INCLUDES DISCHARGED PATIENTS VALUABLE INVENTORY LIST; UNCLAIMED VALUABLE INVENTORY LOG; DISCHARGE CLEARANCE LOG)	
1.1	6537	SECURITY ACTIVITY REPORTS	FE	3	FE+3	(INCLUDES UNSECURED DOOR REPORTS; EMERGENCY CODE REPORTS; GROUNDS POLICY VIOLATION REPORTS; TRAFFIC VIOLATIONS; TOBACCO VIOLATIONS; INCIDENT REPORTS; CHANGE OF SHIFT REPORTS)	
1.1	6552	PHYSICIAN'S DELINQUENCIES	AV		AV	Vital Record.	
1.1	6553	JOINT COMMISSION REPORTS TO MEDICAL STAFF	AC+6		AC+6	AC=DATE OF REPORT.	
1.1	6554	MEDICARE COMPLIANT VISITS	6		6		
1.1	6555	MEDICARE SURVEYS	6		6		
1.1	6653	REPORT ON HOSPITAL EVENTS - BY FACILITY	AC	3	AC+3	AC=DATE OF THE REPORT TO CENTRAL OFFICE. REPORT ON NUMBER OF INJURIES NUMBER OF RES/SECLUSIONS. RETENTION PERIOD BASED ON JOINT COMMISSION OR MEDICARE. INCLUDES MEDICATION ERROR LOGS; 24-HR RPT, ROUNDS CHECK SHEET.	
1.1	6654	REPORT TO GOVERNING BODY - BY FACILITY	AC	3	AC+3	AC=DATE WHEN GOVERNING BODY APPROVES REPORT. INCLUDES A SUMMARY OF THE STAFFING DATA SUBMITTED EVERY 6 MONTHS TO HOSPITAL SERVICES SECTION OFFICE. (RAW DATA TO CREATE NURSING STAFF REPORT FOUND IN #4726)	
1.1	6656	HOSPITAL POLICY AND PROCEDURES - BY FACILITY	US+3		US+3	USED BY FACILITY ONLY	

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1.1	7264	ELECTION DOCUMENTATION FOR COMMITTEES	AC		AC		AC=THE TERM OF THE INDIVIDUAL COMMITTEE MEMBER. INCLUDES INDIVIDUAL NOMINATION FORMS, BALLOTS AND OTHER LIKE RECORDS HAVING TO DO WITH THE SELECTION OF EACH MEMBER ON THE NURSE STAFFING COMMITTEE.	
1.1.002	6538	AUDITS - INTERNAL (INCLUDING WORKING PAPERS AND CORRESPONDENCE)	AC	7	AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.	
1.1.006	4720	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT	
1.1.006	4721	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	4709	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	4		4	R	Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	4708	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL	
1.1.013	6539	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	CE	1	CE+1	R	INCLUDES OUTLOOK CALENDAR. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF HOSPITAL ADMINISTRATORS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	

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1.1.020	4710	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED (OPEN RECORDS REQUESTS - FILLED)	AC+1	AC+1			AC=DATE REQUEST FULFILLED	
1.1.021	4711	PUBLIC INFORMATION REQUESTS - EXEMPTED (OPEN RECORDS REQUESTS-DENIED)	AC+2	AC+2			AC=DATE OF DENIAL OF REQUEST	
1.1.024	6540	PLANS AND PLANNING RECORDS	AC+3	AC+3	R		(INCLUDES HOUSEKEEPING WORK PLANS). AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS. DO NOT DESTROY PLANS WITH HISTORICAL RELEVANCE; THEY SHOULD BE FORWARDED TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	
1.1.026	4099	TEXAS REGISTER SUBMISSIONS - PROOF OF PUBLICATION	AC+1	AC+1			AC=DATE OF PUBLICATION IN TEXAS REGISTER	
1.1.038	6126	CUSTOMER SURVEYS / SATISFACTION SURVEYS	AC	AC			AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	
1.1.043	6127	TRAINING MATERIALS FOR CLIENTS' CLASSES OR TRAINING	US+1	US+1				
1.1.056	6836	ADA (AMERICANS WITH DISABILITIES ACT) DOCUMENTATION	3	3			28 CFR 35.105(c)	

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1.1.057	4724	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.
1.1.058	6541	MEETING AGENDA AND MINUTES	PM	PM	PM	A	WHEN MINUTES ARE APPROVED, SEND A COPY OF AGENDA AND MINUTES TO THE OFFICE OF THE STATE ARCHIVIST. PERMANENT COPY RETAINED IN OFFICE OF QUALITY MANAGEMENT.
1.1.061	7262	MEETING NOTES	AC+90 DA		AC+90 DA		AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY.
1.1.062	7263	MEETINGS SUPPORTING DOCUMENTATION	2		2	A	AT THE END OF THE RETENTION PERIOD DO NOT DESTROY. THE DOCUMENTATION MUST BE SENT TO THE OFFICE OF THE STATE ARCHIVIST.
1.1.063	4725	STAFF MEETING NOTES	1		1		INCLUDES THE MEETING NOTES OF THE STANDING COMMITTEES OF THE GOVERNING BODY.
1.1.064	4621	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+1	2	FE+3		Vital record.
1.1.065	4726	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV		(INCLUDES RAW DATA FOR MON/ANN STAT REPORTS; LAB SLIP REQUESTS; TCID REPORTS; WORKING FILES-UTILIZATION REVIEW; CUSTOMER SURVEYS). THIS INCLUDES THE DATABASE, WORKSHEETS OR OTHER INFORMATION THAT FULFILLS THE DAILY REPORT REQUIREMENTS OF THE LAW RELATING TO NURSE STAFFING (Health & Safety Code Chapter 257 & 258).

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1.1.067	4727	REPORTS AND STUDIES (NON-FISCAL)	3		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.
1.1.067	6556	REPORTS, STUDIES, & SURVEYS - FINAL	3		3	E	(INCLUDES DAILY INPATIENT CENSUS AND PATIENT SATISFACTION SURVEY).
1.1.070	4722	POLICIES AND PROCEDURES MANUAL- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	4856	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.2.013	6542	RECORDS CONTROL LOCATOR AIDS (INCLUDES STAFF LIBRARY CARD CATALOG)	AC		AC		AC=WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED.
2.2.016	6955	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.
3.1	204	EMPLOYEE ACCESS TO PROTECTED HEALTH INFORMATION (HIPAA COMPLIANCE)	US+6		US+6		45 CFR SECTION 164.530(j)(1)-(2); SECURITY LEVELS.
3.1	4685	EMPLOYEE VACCINATION RECORDS	2	8	10		Vital Record. RETENTION PERIOD FOR IMMUNIZATION RECORDS IS 10 YEARS. MAY INCLUDE OTHER EMPLOYEE HEALTH RECORDS SUCH AS X-RAYS, SCANS, TESTS. (SEE 3.1 / #6560 FOR EMPLOYEE EXPOSURE RECORDS)

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3.1	5865	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	6134	JOINT COMMISSION/MEDICARE HUMAN RESOURCE RECORDS / REPORTS	AV	AV	AV	OTHER RECORDS AND REPORTS REQUIRED FOR JOINT COMMISSION AND MEDICARE NOT SPECIFICALLY FOUND ON RETENTION SCHEDULE. (SEE ALSO 3.1.002/#6135 JOB APPLICATION; 3.1.023/#6136 JOB DESCRIPTION; 3.1.026/#4774 SECURITY CLEARANCE/CRIMINAL HISTORY CHECK; 3.1.027/#4775 TRAINING & ONGOING COMPETENCY; 3.1.019/#4769 JOB PERFORMANCE; 3.3.010/#2261 LABOR STATISTICS REPORT; 3.3.026/#206 STAFFING REPORTS)	
3.1	6550	VOLUNTEERS FILES	AC+4	AC+4	AC+4	AC=TERMINATION OF VOLUNTEER STATUS.	
3.1	6558	CONTINUOUS QUALITY IMPROVEMENT ASSESSMENTS	FE+2	FE+2	FE+2	Vital Record.	
3.1	6560	EMPLOYEE HEALTH SCREENING RECORDS - HAZARDOUS MATERIAL, BLOODBORNE EXPOSURE, HUMAN BITE, TUBERCULOSIS EXPOSURE AND NEEDLE STICK INCIDENTS	AC	30	AC+30	AC=TERMINATION OF EMPLOYMENT. OSHA 29 CFR 1910.1020 (d) (1) & 29 CFR 1910.1030. SEE RELATED RECORD AT #6663 INFECTION CONTROL - EXPOSURES.	
3.1.001	4728	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2	2	2	CONTAINS CONFIDENTIAL DATA. CAPPs ASSUMED THIS FUNCTIONALITY IN MAY 2005.	

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3.1.002	6135	APPLICATIONS FOR EMPLOYMENT - HIRED	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT (MAY BE AN ONSITE CONVENIENCE COPY FOR JOINT COMMISSION AND MEDICARE) PRIMARY VERIFICATION OF CURRENT LICENSE, CERTIFICATION OR REGISTRATION. AccessHR ASSUMED THIS FUNCTIONALITY IN MAY 2005.
3.1.006	4729	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.
3.1.013	6128	EMPLOYMENT CONTRACTS	AC+7		AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS. (INCLUDES STAFF-SOCIAL WORK; DOCTORS; PHYSICAL THERAPISTS)
3.1.014	2291	EMPLOYMENT PHYSICAL EXAMINATIONS - HIRED	AC	2	AC+2		Vital Record. AC=DATE OF EXAMINATION.
3.1.014	2729	EMPLOYMENT SELECTION RECORDS (APTITUDE AND SKILLS TESTS AND TEST PAPERS - 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.
3.1.014	4730	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.
3.1.018	4731	GRIEVANCE RECORDS	AC+2		AC+2		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

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3.1.019	4769	PERFORMANCE APPRAISALS/EVALUATIONS	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.	
3.1.023	6136	POSITION/JOB DESCRIPTIONS	AC+4	AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. (REQUIRED FOR JOINT COMMISSION AND MEDICARE)	
3.1.024	4773	PHYSICAL EXAMINATIONS/MEDICAL REPORTS OF EMPLOYEES	AC+2	AC+2		(DOES NOT INCLUDE PRE-EMPLOYMENT PHYSICAL EXAMS); AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT.	
3.1.026	4774	SECURITY CLEARANCE/CRIMINAL HISTORY CHECKS	AC	AC		AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED. CAPPs ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.027	4775	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL) AND ONGOING COMPETENCY	AC+5	AC+5		AC=TERMINATION OF EMPLOYMENT. TRANSCRIPTS, TEST SCORES DOCUMENTING TRAINING, TESTING, OR CONTINUING EDUCATION ACHIEVEMENTS OF EMPLOYEES. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2). INCLUDES ONGOING COMPETENCY & CULTURAL COMPETENCY FOR JOINT COMMISSION AND MEDICARE; AHA FOR CPR ROSTERS; AHA FOR CPR EVALUATION-JOINT COMMISSION. (ORIGINAL TRAINING ROSTERS; TRAINING EVALUATIONS; AND TRAINING SCHEDULES.) (SEE #7195 FIR HIPAA TRAINING)	

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3.1.027	7195	HIPAA TRAINING RECORDS	AC		AC		AC=5 YEARS PAST THE TERMINATION OF EMPLOYEE OR 6 YEARS PAST THE TRAINING; WHICHEVER IS LONGER. RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))	
3.1.037	6559	EMPLOYEE RECOGNITION RECORDS	AC	5	AC+5		AC=TERMINATION OF EMPLOYMENT; BELONGS IN EMPLOYEES' MASTER PERSONNEL FILE	
3.2.002	6809	EMPLOYEE EARNINGS RECORDS	CE+5		CE+5		Vital Record.	
3.3.010	2261	LABOR STATISTICS REPORT	3		3		REPORTS REQUIRED BY JOINT COMMISSION (INCLUDES PERCENTAGE OF STAFF THAT ARE CURRENT WITH REQUIRED TRAINING; VACANCY RATES FOR ALL STAFF; TURNOVER RATES FOR ALL STAFF; AMOUNT OF OVERTIME; USE OF CONTRACT STAFF; PERCENTAGE OF EMPLOYEES THAT HAVE CURRENT PERFORMANCE EVALUATIONS; STAFFING EFFECTIVENESS INDICATORS.)	
3.3.011	4776	FORMER EMPLOYEE VERIFICATION RECORDS (NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS, AND PUBLIC ACCESS OPTION FORM)	AC	75	AC+75		Vital Record. AC=TERMINATION OF EMPLOYMENT (MINIMUM INFORMATION TO VERIFY EMPLOYMENT, INCLUDES NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS, AND MOST RECENT PUBLIC ACCESS OPTION FORM). DURING FY08, THIS INFORMATION MUST BE PUT IN AN EXCEL SPREADSHEET OR ACCESS DATABASE THAT IS AVAILABLE FROM RECORDS MANAGEMENT OFFICER.	
3.3.020	4777	WORK SCHEDULES / ASSIGNMENTS	1		1		PEOPLESOFT	
3.3.023	4778	REQUESTS AND AUTHORIZATIONS FOR TRAVEL, EDUCATIONAL PROGRAMS, WORKSHOPS, TUITION	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	

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3.3.025	4779	JOB PROCEDURE RECORDS	US+3		US+3			
3.3.026	206	AGENCY STAFFING REPORTS (INCLUDES EMPLOYEE HIRED DURING MONTH & POSITION STAFFING REPORT & VACANCY LIST)	US+3		US+3		(RECORDS REQUIRED FOR JOINT COMMISSION AND MEDICARE)	
3.3.030	4723	TRAINING ADMINISTRATION RECORDS	US+2		US+2		(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).	
3.4.004	4780	OVERTIME AUTHORIZATIONS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
3.4.006	4781	TIME CARDS AND TIME SHEETS	4		4		40 TAC815.106(i).	
3.4.007	4782	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
4.1	1716	CANTEEN COUPONS	FE	3	FE+3			
4.1	3994	CLIENT TRUST FUND	FE	3	FE+3			
4.1	6130	BILLING AND PAYMENT DETAIL - INCLUDES MEDICAID	FE+7		FE+7		BY REGULATION - 1 TAC 354.1004 (LEGAL CITATION STATES 5 YEARS PAST SERVICE DATE.)	
4.1	6131	BILLING AND PAYMENT DETAIL - MEDICARE	FE+7		FE+7		BY REGULATION - MEDICARE HOSPITAL MANUAL HIM-10, SEC. 413 (B) (REV. NO. 572) (CITATION STATES 5 YEARS PAST SERVICE DATE).	
4.1.001	4783	ACCOUNTS PAYABLE INFORMATION	FE+3		FE+3			

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4.1.003	6544	CANCELED CHECKS / STUBS / WARRANTS / DRAFTS (INCLUDES CANTEEN COUPONS / USED)	FE	3	FE+3			
4.1.004	6758	ENCUMBRANCE DETAIL	FE+3		FE+3			
4.1.005	6545	INVENTORY AND OTHER COSTS FILES (INCLUDES COUPON BOOK LOG SHEETS, CANTEEN AND FOOD SERVICE)	FE	3	FE+3			
4.2.001	6265	CASH DEPOSIT VOUCHERS	FE+4		FE+4		RETENTION BASED ON FEDERAL GUIDELINES.	
4.2.002	6266	CASH RECEIPTS	FE+3		FE+3			
4.2.003	122	DAILY CASH RECEIPTS LOG	FE+3		FE+3			
4.2.003	6267	TRAVEL ADVANCE CASH RECEIPT LOG	FE+3		FE+3			
4.2.004	6769	ENCUMBRANCE VOUCHERS	FE+3		FE+3			
4.2.005	4784	PURCHASE VOUCHERS	FE+3		FE+3			
4.2.006	3208	GENERAL JOURNAL VOUCHER	FE+3		FE+3			
4.2.007	4785	EXPENDITURE VOUCHERS	FE+3		FE+3			
4.3.001	6770	SALES JOURNALS OR REGISTERS	FE+3		FE+3			
4.3.002	6557	RECEIPTS, JOURNALS, REGISTERS	FE+3		FE+3			
4.3.003	6771	EXPENDITURES JOURNALS OR REGISTERS	FE+3		FE+3			

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4.4.001	6772	GENERAL LEDGERS	FE+3	FE+3		NO LONGER REQUIRED; HOLDING UNTIL FY 07 FOR DESTRUCTION.	
4.4.002	4786	ACCOUNTS RECEIVABLE LEDGERS	FE+5	FE+5		MAINTAINED TO MEET MEDICARE REQUIREMENTS	
4.4.002	5540	ACCOUNTS RECEIVABLE LEDGERS / DONOR FILES	FE+3	FE+3		Vital Record. VITAL WHEN CONTACTING FAMILY MEMBERS, ETC.	
4.4.003	5537	ACCOUNTS PAYABLE LEDGERS	FE+3	FE+3			
4.4.004	6773	EMPLOYEE SAVINGS BOND LEDGERS	5	5		NO LONGER REQUIRED; HOLDING UNTIL FY 07 FOR DESTRUCTION.	
4.5.001	4787	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3	FE+3			
4.5.002	4788	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3	FE+3			
4.5.005	5377	REPORTS REQUIRED BY MEDICARE	FE+5	FE+5		RETENTION PERIOD REQUIRED BY MEDICARE	
4.6.001	143	BALANCING RECORDS (MHMR)	FE+3	FE+3			
4.6.002	4789	RECONCILIATIONS	FE+3	FE+3			
4.6.003	2485	CASH COUNTS	FE+3	FE+3			
4.7	2348	REIMBURSEMENT - CLIENT FINANCIAL FILES	AC+7	AC+7		MAINTAINED TO MEET MEDICARE REQUIREMENTS. AC=LAST PATIENT ENCOUNTER.	
4.7.002	189	BANK STATEMENTS	FE+3	FE+3			

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4.7.003	4790	RETURNED CHECKS/WARRANTS/DRAFTS (UNCOLLECTABLE)	AC+3		AC+3		AC=AFTER DEEMED UNCOLLECTABLE	
4.7.004	3090	CAPITAL ASSET RECORDS	LA+3		LA+3			
4.7.006	6774	COMPTROLLER STATEMENT	FE+3		FE+3		NO LONGER REQUIRED; HOLDING UNTIL FY 07 FOR DESTRUCTION.	
4.7.007	3147	DETAIL CHART OF ACCOUNTS (MHMR)	FE+3		FE+3		NO LONGER REQUIRED; HOLDING UNTIL FY 07 FOR DESTRUCTION.	
4.7.009	3180	FIXED ASSET SEQUENTIAL NUMBER LOG	US+3		US+3			
4.7.012	4791	SIGNATURE AUTHORIZATIONS	US+FE+3		US+FE+3			
5.1	5224	SURVEILLANCE FILM	6 MO		6 MO			
5.1	6546	GIFT REQUESTS (CHRISTMAS & BIRTHDAYS)	FE+1	1	FE+2		COMMUNITY RELATIONS AND VOLUNTEER SERVICES	
5.1	6547	DONATIONS SLIPS - COMMUNITY RELATIONS	AC	3	AC+3		AC=AFTER ALL QUALITY ASSURANCE REVIEW AND REPORTING IS COMPLETE. COMMUNITY RELATIONS AND VOLUNTEER SERVICES	
5.1	6548	REQUESTS FROM PATIENTS	AC	3	AC+3		AC=AFTER ALL QUALITY ASSURANCE REVIEW AND REPORTING IS COMPLETE. COMMUNITY RELATIONS AND VOLUNTEER SERVICES	
5.1	6549	FUND RAISING MATERIALS AND DOCUMENTATION	AC	1	AC+1		AC=AFTER ALL QUALITY ASSURANCE REVIEW AND REPORTING IS COMPLETE. COMMUNITY RELATIONS AND VOLUNTEER SERVICES	

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5.1.001	6551	CONTRACTS AND LEASES (INCLUDES EMPLOYEE HOUSING - LEASES AND EXTENSIONS)	AC	7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. (INCLUDES VENDORS FOR DRINKS/SNACKS)
5.1.003	1082	DELIVERY REPORTS	2		2		
5.1.004	4792	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US		INCLUDES DISTRIBUTION LISTS IN OUTLOOK.
5.1.005	4793	POSTAGE RECORDS	FE+3		FE+3		
5.1.007	4794	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV		
5.1.011	4795	PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS	AV		AV		
5.1.012	2799	CHARGE SCHEDULES - PRICE LISTS	US+3		US+3		
5.1.014	4796	OFFICE PROCEDURES	US+1		US+1		
5.1.015	4797	CORRESPONDENCE TRACKING RECORDS	1		1		
5.2	5125	UTILITY BILLS & REPORTS	FE+5		FE+5		INCLUDES UTILITY REPORTS; COPIES OF BILLS PERIODICALLY REQUESTED FOR UTILITY PROJECT RESOLUTION
5.2.001	6778	APPRAISALS - BUILDING OR PROPERTY	AV		AV	R	Vital Record
5.2.004	4596	BUILDING SPACE REQUESTS	1		1		
5.2.005	4597	CALIBRATION (EQUIPMENT OR INSTRUMENT)	10		10		

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5.2.006	4598	CERTIFICATE OF DESTRUCTION OF PROPERTY	FE+3		FE+3			
5.2.007	4798	DAMAGE REPORTS TO STATE PROPERTY	FE+3		FE+3			
5.2.008	4799	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3			
5.2.009	4800	EQUIPMENT INVENTORY DETAIL REPORT FORMS	FE+3		FE+3			
5.2.010	4801	EQUIPMENT MANUALS	LA		LA			
5.2.011	6782	EQUIPMENT WARRANTIES	AC+1		AC+1		AC=EXPIRATION OF WARRANTY	
5.2.014	4802	INVENTORY - ANNUAL PHYSICAL	FE+3		FE+3			
5.2.015	4803	NOTICES OF EQUIPMENT REMOVED FROM INVENTORY	FE+3		FE+3			
5.2.016	4920	INVENTORY SYSTEM UPDATE LISTINGS	AC		AC		AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING. (RECORD MAY BE REMOVED WHEN INFORMATION FORWARDED TO DSHS PROPERTY MGMT).	
5.2.017	4804	LOST AND STOLEN PROPERTY REPORTS	FE+3		FE+3			
5.2.018	6827	QUALITY CONTROL REPORTS	2		2			
5.2.019	5199	WORK/SERVICE ORDER	1		1			
5.2.021	5111	SURPLUS PROPERTY SALE REPORTS	FE+3		FE+3			

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5.2.023	5212	YEAR-TO-DATE ACTIVITY (INVENTORY LISTINGS)	FE+3		FE+3			
5.2.025	4617	EQUIPMENT DESCRIPTION AND SPECIFICATION	AC+2		AC+2		AC=EQUIPMENT IS NO LONGER IN THE AGENCY	
5.3	6561	PROCUREMENT CARD PURCHASES - DOCUMENTATION	FE+3		FE+3			
5.3.002	2338	FREIGHT BILLS PAID	FE+3		FE+3			
5.3.003	2339	FREIGHT CLAIMS	AC+2		AC+2		AC=RESOLUTION OF CLAIM.	
5.3.007	2343	BID DOCUMENTATION	FE+1	2	FE+3			
5.3.008	2345	PURCHASING LOG	FE+3		FE+3			
5.4	5215	VEHICLE ACCIDENT REPORT - ST-3	CE	5	CE+5		Vital Record.	
5.4	5225	ASBESTOS FILES	AC	CE+30	AC+CE+30		AC=AFTER REPORT, SURVEY, INVESTIGATION, AND/OR ABATEMENT IS COMPLETED, INCLUDES ALL RELATED DOCUMENTATION.	
5.4	5890	INCIDENT REPORTS/ACCIDENT/INJURY REPORTS OF NON-STATE EMPLOYEES ON STATE PROPERTY	AC		AC		Vital Record. L-33 FORMS. CONVENIENCE COPY. RECORD COPY SENT TO HHS-RISK MANAGEMENT. AC=STATUTE OF LIMITATIONS; CLAIMANT REQUIRED TO GIVE NOTICE OF INJURY WITHIN 6 MONTHS OF THE INCIDENT OR THE ACTION IS BARRED (UNLESS THERE IS ACTUAL KNOWLEDGE OF THE INJURY IN THE AGENCY); ACTION BARRED IF SUIT NOT FILED WITHIN 2 YEARS FROM THE DATE OF THE INJURY. (SEE 1.1.048 IF INJURY RESULTS IN LAWSUIT)	

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5.4.001	4805	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION (INCLUDES HUMAN BITES, NEEDLESTICKS, BLOOD BORNE DISEASE EXPOSURE, TB EXPOSURE)	CE+5	CE+5	29 CFR 1904.33; 29 CFR 1904.8 (NEEDLESTICK & BLOODBORNE DISEASE); 29 CFR 1904.11 (TB). ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.
5.4.002	4806	EVACUATION PLANS	US	US	
5.4.003	4888	INSPECTION RECORDS (INCLUDES FIRE, SAFETY; SAFETY DRILL)	AC+3	AC+3	AC=INSPECTION, OR DATE OF CORRECTION OF DEFICIENCY, IF REPORT SHOWS DEFICIENCY. ** REQUIRED BY JOINT COMMISSION (FIRE DRILLS & DISASTER DRILLS)
5.4.004	2378	FIRE ORDERS	AC+3	AC+3	AC=DEFICIENCY CORRECTED
5.4.007	4917	HAZARDOUS MATERIALS TRAINING RECORDS	5	5	
5.4.008	4990	HAZARD COMMUNICATION PLANS	US+5	US+5	Vital Record.
5.4.009	2426	WORKPLACE CHEMICAL LISTS	30	30	HEALTH & SAFETY CODE 502.005(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.
5.4.010	4991	MATERIAL SAFETY DATA SHEETS	AC	AC	AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED BY AGENCY, AS APPLICABLE.

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5.4.011	5018	VISITOR CONTROL REGISTER	3		3			
5.4.012	5172	SECURITY ACCESS RECORDS	AC+2		AC+2		Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	
5.4.013	5353	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US		Vital Record.	
5.5.001	5355	BILLING DETAIL - TELECOMMUNICATIONS (OTHER THAN TEX-AN)	FE+3		FE+3			
5.5.002	5362	LONG DISTANCE TELEPHONE LOGS	AV		AV			
5.5.003	5372	STATION ACTIVITY REPORTS	AV		AV			
5.5.004	5373	SYSTEM ACTIVITY REPORTS	AV		AV			
5.5.006	5374	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN)	FE+3		FE+3			
5.5.007	5376	DISPUTED CALL DOCUMENTATION	FE+3		FE+3		(INCLUDES DOCUMENTS EVIDENCING REPAYMENT BY EMPLOYEES FOR PERSONAL LONG DISTANCE USE.)	
5.6.003	4904	INSPECTION REPAIR & MAINTENANCE RECORDS - VEHICLES	LA+1		LA+1			
5.6.004	4921	LICENSE AND DRIVING RECORD CHECK	AC	2	AC+2		AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT. CONTAINS CONFIDENTIAL INFORMATION.	

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5.6.005	4970	VEHICLE USE REPORTS-MILEAGE REPORTS	FE+3	FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.	
5.6.007	6783	VEHICLE TITLES AND REGISTRATION	LA	LA		Vital Record	

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