

State of Texas  
Records Retention Schedule

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

\_\_\_ 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			

403E - NUTRITION SVS - NUTRITION EDUCATION & CLINIC SERVICES (NECS)

1.1	685	TRAINING INFORMATION	AC+3		AC+3		AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016. (INCLUDES REGISTRATIONS; EVALUATIONS; AND CONTINUING EDUCATION CREDITS FOR LOCAL AGENCY STAFF & GROCERS).	
1.1	2453	LOCAL AGENCY ADMINISTRATIVE FILE	AC+1 MO	2Y11MO	AC+3		Vital Record. AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. (FILE INCLUDES: HOURS OF OPERATION; LA/CLINIC POLICY & PROCEDURES; CORRESPONDENCE TO/FROM LA/CLINIC; TA TRAINING INFORMATION; TRAINING PLANS).	05-537-358
1.1	2515	COMPLAINTS REGARDING PARTICIPANTS	AC+3		AC+3		AC=FINAL DISPOSITION OF THE COMPLAINT AND MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.	
1.1	2520	NUTRITION EDUCATION AND BREASTFEEDING PROMOTION PLANS	AC+1	2	AC+3		AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.	
1.1	2523	MODEL OR TALENT RELEASE FORMS	AC+5		AC+5		Vital Record. AC= PROJECT SUPERSEDED OR DISCONTINUED FOR WHICH MODEL OR TALENT WAS USED. (SEE ALSO 1.3.001 STATE PUBLICATONS)	

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US -Until Superseded	PM - Permanent	LA - Life of Asset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): 10/4/2017**

\_\_\_ 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			

403E - NUTRITION SVS - NUTRITION EDUCATION & CLINIC SERVICES (NECS)

1.1	2526	STATE AGENCY VIDEO PRODUCTION FILES	AC	AC			AC=AFTER ADMINISTRATIVE REVIEW OR UNTIL SUPERSEDED. INCLUDES VIDEO; FINAL SCRIPT; DOCUMENTATION OF PERMISSION TO USE OR OWNERSHIP OF COPYRIGHTED MATERIALS AND COPIES OF AGREEMENTS FOR ARTWORK; TALENT LISTS; MUSIC SELECTIONS/SOUND EFFECTS USED; LOCATION INFORMATION; AND CREW LISTS.
1.1	4169	USDA CIVIL RIGHTS COMPLAINTS	AC+3	AC+3			AC=FINAL DISPOSITON OF COMPLAINT AND MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.
1.1	4170	PARTICIPANT FAIR HEARING FILES	AC+3	AC+3			AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.
1.1	5645	PROGRAM CORRESPONDENCE	AC+3	AC+3			AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.
1.1	5658	REQUISITIONS/ORDERS FILLED FOR TEXAS WIC MATERIALS	AV	AV			
1.1.007	5646	DEPARTMENT ADMINISTRATIVE CORRESPONDENCE (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. NON-USDA RELATED CORRESPONDENCE. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.

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): 10/4/2017**

\_\_\_ 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			

403E - NUTRITION SVS - NUTRITION EDUCATION & CLINIC SERVICES (NECS)

1.1.007	5649	PROGRAM ADMINISTRATIVE CORRESPONDENCE	AC+3	AC+3		R	Vital Record. . AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.008	5640	DEPARTMENT GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			NON-USDA RELATED CORRESPONDENCE
1.1.038	5660	NUTRITION EDUCATION STAFF/PARTICIPANT SURVEY	AC	AC			AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS MET THE END OF THE RETENTION PERIOD.) SEE 1.1.069 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.043	2525	AGENCY NUTRITION EDUCATION LESSONS	US+1	US+1			FOR PAPER LESSONS, UPON CREATION, REQUISITE NUMBER OF COPIES IS SENT TO STATE PUBLICATIONS CLEARINGHOUSE VIA HHS PRINTING SERVICES.
1.1.043	5659	NUTRITION EDUCATION TRAINING MODULES	US+1	US+1			TRAINING MATERIALS FOR TEXAS WIC NUTRITION EDUCATION AND BREASTFEEDING PROMOTION CLASSES FOR STAFF TRAINING.
1.1.057	5654	TRANSITORY INFORMATION	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.

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)

VITAL Record (Include in Field 9)

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

State of Texas  
Records Retention Schedule

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

\_\_\_ 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			

403E - NUTRITION SVS - NUTRITION EDUCATION & CLINIC SERVICES (NECS)

1.1.069	2469	PROGRAM ACTIVITY REPORTS	AC+3	AC+3	AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. (INCLUDES DOMINION AND OPERATORS PHONE TRAFFIC REPORTS).
1.1.069	2500	LOCAL AGENCY ACTIVITY REPORTS	AC+3	AC+3	PAPER AND ELECTRONIC. AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. (INCLUDES: PARTICIPATION; DUAL PARTICIPATION)
1.3.001	2014	PUBLICATIONS	AC+2	AC+2	PAPER, ELECTRONIC AND VIDEO. AC=UNTIL SUPERSEDED OR OBSOLETE. WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE FOR AT LEAST SIX MONTHS. 13 TAC RULE 3.4(B). THEN RETAINED TO MEET THE RETENTION PERIOD PRESCRIBED FOR THEIR RECORDS SERIES OR PUBLICATIONS, WHICH EVER IS LONGER. REQUIRED NUMBER OF COPIES IS SENT TO CLEARINGHOUSE WHEN PRINTED AT HHS PRINTING. IF OUTSIDE PRINTING, SECTION MUST SUBMIT REQUIRED NUMBER OF COPIES TO EXECUTIVE & STAFF OPERATIONS FOR SUBMISSION TO CLEARINGHOUSE. (SEE ALSO 1.1 / 2523 MODEL/TALENT RELEASE FORMS)
1.3.002	2015	PUBLICATION DEVELOPMENT FILES	AV	AV	PAPER AND ELECTRONIC
2.2.016	5982	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3	Vital Record.

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 State Archivist  
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): 10/4/2017**

\_\_\_ 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			

403E - NUTRITION SVS - NUTRITION EDUCATION & CLINIC SERVICES (NECS)

3.1	6702	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	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.
3.1.006	4957	EMPLOYEE COUNSELING RECORDS	AC+3	AC+3		AC=TERMINATION OF COUNSELING. NOTES, MEMORANDA, OR REPORTS RELATING TO THE COUNSELING OF AN EMPLOYEE FOR WORK-RELATED, PERSONAL, OR SUBSTANCE ABUSE PROBLEMS. MAINTAINED AT THE SUPERVISORIAL LEVEL. ORIGINAL DOCUMENTATION FOR 3.1.006 AND 3.1.020 MUST BE KEPT SEPARATE FROM THE PERFORMANCE APPRAISAL. COPY OF DOCUMENTATION FOR 3.1.006 AND 3.1.020 MAY BE INCLUDED IN THE PERFORMANCE APPRAISAL.
3.1.036	2502	APPRENTICESHIP / INTERNSHIP RECORDS	5	5		29 CFR 30.8(e)
3.3.023	5650	REQUESTS AND AUTHORIZATION FOR TRAVEL AND OTHER	FE+3	FE+3		INCLUDES TRAVEL, PARTICIPATION IN EDUCATION PROGRAMS, WORKSHOPS. DOES NOT INCLUDE CEU CREDITS (SEE ALSO 3.1.027 TRAINING & EDUCATIONAL ACHIEVEMENT RECORDS) TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
4.0	721	FOOD INSTRUMENT REPRINTS	AC+3	AC+3		AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 3016.

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): 10/4/2017**

\_\_\_ 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			

403E - NUTRITION SVS - NUTRITION EDUCATION & CLINIC SERVICES (NECS)

4.0	2484	LOCAL AGENCY FISCAL FILE	AC+1	2	AC+3		AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. (FILE INCLUDES: CONVENIENCE COPY OF CONTRACT; PLAN TO ALLOCATE COST; FISCAL MONITORING REPORT; PERFORMANCE MEASURES; EXTENDED HOURS REIMBURSEMENT; PURCHASE VOUCHERS; SURPLUS PAGES).	05-537-101
4.2.007	5653	TRAVEL (AND OTHER EXPENDITURE) VOUCHERS	AC+3		AC+3		AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. INCLUDES REIMBURSEMENT FOR TRAVEL, PARTICIPATION IN EDUCATION PROGRAM, WORKSHOPS, ETC. TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.	
4.7.008	2494	INFANT FORMULA AND INFANT CEREAL REBATE CONTRACTS	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
5.2	3053	VIDEO SYSTEMS TECHNICAL INFORMATION	LA		LA		Vital Record. ENGINEERING PLANS FOR THE EDIT BAY	

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)