### 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**

---

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Agency</th>
<th>Series Item #</th>
<th>Item #</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival Code</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>685</td>
<td>1.1</td>
<td>685</td>
<td>TRAINING INFORMATION</td>
<td>AC+3</td>
<td>AC+3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>2453</td>
<td>1.1</td>
<td>2453</td>
<td>LOCAL AGENCY ADMINISTRATIVE FILE</td>
<td>AC+1 MO 2Y11MO</td>
<td>AC+3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>2515</td>
<td>1.1</td>
<td>2515</td>
<td>COMPLAINTS REGARDING PARTICIPANTS</td>
<td>AC+3</td>
<td>AC+3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>2520</td>
<td>1.1</td>
<td>2520</td>
<td>NUTRITION EDUCATION AND BREASTFEEDING PROMOTION PLANS</td>
<td>AC+1 2</td>
<td>AC+3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>2523</td>
<td>1.1</td>
<td>2523</td>
<td>MODEL OR TALENT RELEASE FORMS</td>
<td>AC+5</td>
<td>AC+5</td>
<td></td>
<td></td>
</tr>
</tbody>
</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- US - Until Superseded  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  

**ARCHIVAL CODES (Field 8)**  
- R - Review by State Archivist  
- DA - Days  

**VITAL Record (Include in Field 9)**  
- AV - As Long As Administratively Valuable  
- US - Until Superseded  
- DA - Days  

**Retained Per Period Required by USDA Federal Regulation 7 CFR Part 246.25.**

**FEDERAL FISCAL YEAR STARTS OCTOBER 1.**

**AC = MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR.**

**RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.**

**VITAL Record.**
<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Agency</th>
<th>Item #</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 2526</td>
<td>STATE AGENCY VIDEO PRODUCTION FILES</td>
<td>AC</td>
<td>AC</td>
<td>AC=AFTER ADMINISTRATIVE REVIEW OR UNTIL SUPERSEDED.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.</td>
<td></td>
</tr>
<tr>
<td>1.1 4169</td>
<td>USDA CIVIL RIGHTS COMPLAINTS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>AC=FINAL DISPOSITION 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.</td>
<td></td>
</tr>
<tr>
<td>1.1 4170</td>
<td>PARTICIPANT FAIR HEARING FILES</td>
<td>AC+3</td>
<td>AC+3</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>1.1 5645</td>
<td>PROGRAM CORRESPONDENCE</td>
<td>AC+3</td>
<td>AC+3</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>1.1 5658</td>
<td>REQUISITIONS/ORDERS FILLED FOR TEXAS WIC MATERIALS</td>
<td>AV</td>
<td>AV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.007 5646</td>
<td>DEPARTMENT ADMINISTRATIVE CORRESPONDENCE (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>
<td>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.</td>
</tr>
<tr>
<td>Series Item #</td>
<td>Agency Code:</td>
<td>Agency</td>
<td>Item #</td>
<td>Records Series Title</td>
<td>Retention Period</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>--------</td>
<td>--------</td>
<td>----------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>1.1.007</td>
<td>5649</td>
<td>NUTRITION SVS - NUTRITION EDUCATION &amp; CLINIC SERVICES (NECS)</td>
<td>AC+3</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>1.1.008</td>
<td>5640</td>
<td></td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>1.1.038</td>
<td>5660</td>
<td></td>
<td>AC</td>
<td></td>
<td>AC</td>
</tr>
<tr>
<td>1.1.043</td>
<td>2525</td>
<td></td>
<td>US+1</td>
<td></td>
<td>US+1</td>
</tr>
<tr>
<td>1.1.043</td>
<td>5659</td>
<td></td>
<td>US+1</td>
<td></td>
<td>US+1</td>
</tr>
<tr>
<td>1.1.057</td>
<td>5654</td>
<td>TRANSITORY INFORMATION</td>
<td>AC</td>
<td></td>
<td>AC</td>
</tr>
</tbody>
</table>

**RECORDS RETENTION SCHEDULE**

**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

**4. Records Series Item #**  
**5. Agency:**  
**6. Records Series Title**  
**7. Retention Period**  
**8. Archival**  
**9. Remarks**  
**10. 106 No.**

**Agency  Storage  Total**

**RETIENCODES (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  
MO - Months  
PM - Permanent  
DA - Days

**ARCHIVAL CODES (Field 8)**

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

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

___ ORIGINAL SUBMISSION  
_X_ RECERTIFICATION  
___ REPLACEMENT PAGE  
___ ADDENDUM PAGE
### 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>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.069</td>
<td>2469</td>
<td>PROGRAM ACTIVITY REPORTS</td>
<td>AC+3</td>
<td>AC+3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.069</td>
<td>2500</td>
<td>LOCAL AGENCY ACTIVITY REPORTS</td>
<td>AC+3</td>
<td>AC+3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.001</td>
<td>2014</td>
<td>PUBLICATIONS</td>
<td>AC+2</td>
<td>AC+2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.002</td>
<td>2015</td>
<td>PUBLICATION DEVELOPMENT FILES</td>
<td>AV</td>
<td>AV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2.016</td>
<td>5982</td>
<td>SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS</td>
<td>LA+3</td>
<td>LA+3</td>
<td></td>
<td></td>
</tr>
</tbody>
</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
- **MO:** Months
- **LA:** Life of Asset
- **DA:** Days

**ARCHIVAL CODES (Field 8)**

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

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

- **V:** Vital Record.

---

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

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).

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)

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)

PAPER AND ELECTRONIC
<table>
<thead>
<tr>
<th>Nr</th>
<th>Agency Code</th>
<th>Agency</th>
<th>Code</th>
<th>Item #</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>537</td>
<td>Texas Department of State Health Services</td>
<td>AC</td>
<td>6702</td>
<td>POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)</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. 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.</td>
</tr>
<tr>
<td>3.1.006</td>
<td>537</td>
<td>Texas Department of State Health Services</td>
<td>AC+3</td>
<td>4957</td>
<td>EMPLOYEE COUNSELING RECORDS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>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.</td>
</tr>
<tr>
<td>3.1.036</td>
<td>537</td>
<td>Texas Department of State Health Services</td>
<td>5</td>
<td>2502</td>
<td>APPRENTICESHIP / INTERNSHIP RECORDS</td>
<td>5</td>
<td>5</td>
<td>29 CFR 30.8(e)</td>
</tr>
<tr>
<td>3.3.023</td>
<td>537</td>
<td>Texas Department of State Health Services</td>
<td>FE+3</td>
<td>5650</td>
<td>REQUESTS AND AUTHORIZATION FOR TRAVEL AND OTHER</td>
<td>FE+3</td>
<td>FE+3</td>
<td>INCLUDES TRAVEL, PARTICIPATION IN EDUCATION PROGRAMS, WORKSHOPS. DOES NOT INCLUDE CEU CREDITS (SEE ALSO 3.1.027 TRAINING &amp; EDUCATIONAL ACHIEVEMENT RECORDS) TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.</td>
</tr>
<tr>
<td>4.0</td>
<td>537</td>
<td>Texas Department of State Health Services</td>
<td>AC+3</td>
<td>721</td>
<td>FOOD INSTRUMENT REPRINTS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Records Retention Schedule

**Automation Acronym**: SLR-105

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

**Series Item #** | **Agency** | **Storage** | **Total**
--- | --- | --- | ---
4.0 | LOCAL AGENCY FISCAL FILE | AC+1 | 2 | AC+3

Retention Period: 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).

**Series Item #** | **Agency** | **Storage** | **Total**
--- | --- | --- | ---
4.2.007 | TRAVEL (AND OTHER EXPENDITURE) VOUCHERS | AC+3 | AC+3

Retention Period: 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.

**Series Item #** | **Agency** | **Storage** | **Total**
--- | --- | --- | ---
4.7.008 | 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).

**Series Item #** | **Agency** | **Storage** | **Total**
--- | --- | --- | ---
5.2 | 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
- **AV**: As Long As Administratively Valuable
- **DA**: Days
- **DA**: Days
- **EC**: Exempt from sending
- **EE**: Exempt from sending
- **ER**: Exempt from sending
- **FE**: Fiscal Year End
- **LA**: Life of Asset
- **MO**: Months
- **PM**: Permanent
- **US**: Until Superseded

### ARCHIVAL CODES (Field 8)

- **R**: Review by State Archivist
- **A**: Transfer to State Archivist
- **V**: Vital Record

### VITAL Record (Include in Field 9)

- **R**: Review by State Archivist
- **A**: Transfer to State Archivist
- **V**: Vital Record