

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			

403C - NUTRITION SVS - PROGRAM DEVELOPMENT & PROCESS IMPROVEMENT BRANCH (PDPI)

1.1	6864	PROGRAM CORRESPONDENCE	AC+3	AC+3		AC= MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR INCLUDING DATE OF FINAL STATEWIDE IMPLEMENTATION OF PROJECT. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.
1.1	6871	PLANS AND PLANNING RECORDS	AC+3	AC+3	E	DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL. AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR IN WHICH DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.
1.1.007	6865	PROGRAM 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.)	AC+3	AC+3	R	Vital Record. AC=DATE OF FINAL STATEWIDE IMPLEMENTATION OF PROJECT + 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.
1.1.007	6866	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US -Until Superseded	PM - Permanent	LA - Life of Asset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)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
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1.1.008	6867	DEPARTMENT GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			NON-USDA RELATED CORRESPONDENCE. INCLUDES SOME E-MAIL.
1.1.013	6868	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	CE+1	CE+1	R		INCLUDES OUTLOOK CALENDAR. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.020	6869	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED (OPEN RECORDS REQUEST-FILLED)	AC+1	AC+1			AC=DATE REQUEST FILLED
1.1.021	6870	PUBLIC INFORMATION REQUESTS - EXEMPTED (OPEN RECORDS REQUESTS-DENIED)	AC+2	AC+2			AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.
1.1.057	6872	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.
1.1.063	6873	STAFF MEETING MINUTES AND NOTES	1	1			
2.1	2091	AUTOMATION RECORDS (TEXASWIN)	AC+3	AC+3			DATABASE IS UPDATED CONTINUOUSLY ON A DAILY BASIS. 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.

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2.1.009	6874	TECHNICAL DOCUMENTATION	AC		AC		Vital Record. INCLUDES NEW CARD. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ.
2.2.016	5980	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.
3.1	6875	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	6876	EMPLOYEE COUNSELING NOTES	AC+3		AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.
3.1.014	6877	EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)	2		2		Vital Record maintainted by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.
3.3.023	6879	REIMBURSABLE ACTIVITIES, REQUESTS & AUTHORIZATIONS (TRAVEL, TUITION REIMBURSEMENT, WORKSHOPS)	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.

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3.3.030	6880	TRAINING ADMINSTRATION 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).
4.7.008	6881	FEDERAL GRANT RECORDS	AC+3	AC+3	Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE) AND MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.
5.1.001	6882	CONTRACTS	AC+7	AC+7	Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS

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