

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			

403 - NUTRITION SVS - PROGRAM SERVICES & OPERATIONS BRANCH (PSOB)

1.1	4632	PROGRAM CORRESPONDENCE	AC	3	AC+3		AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25.
1.1	5222	USDA AUDITS - MANAGEMENT EVALUATIONS	AC+3		AC+3		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS AND FOLLOWING 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. DOES NOT INCLUDE KPMG, HR, INTERNAL AUDIT, STATE AUDITOR'S OFFICE, ETC.
1.1.002	5223	AUDITS	AC+7		AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. RECORD COPY OF ANY AUDIT PERFORMED BY STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THAT AGENCY. INCLUDES KPMG, HR, INTERNAL AUDIT, STATE AUDITOR'S OFFICE, ETC. DOES NOT INCLUDE USDA AUDIT/MANAGEMENT EVALUATIONS.
1.1.006	4322	COMPLAINT FILE	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT. INCLUDES OEO, CIVIL RIGHTS AND ADMINISTRATIVE COMPLAINTS. DOES NOT INCLUDE PARTICIPANT/VENDOR COMPLAINTS.
1.1.007	2447	DEPARTMENT ADMINISTRATIVE CORRESPONDENCE	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)

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ARCHIVAL CODES (Field 8)

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1.1.007	2454	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=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 77 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	1242	DEPARTMENT GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2		NON-USDA RELATED CORRESPONDENCE
1.1.014	173	LEGAL OPINIONS AND ADVICE	AV	AV	R	FROM AGENCY LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS. DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION. SEE ITEM NUMBER 1.1.048
1.1.020	3743	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1	AC+1		AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)
1.1.021	5008	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2		AC=DATE OF DENIAL OF REQUEST
1.1.023	4994	ORGANIZATIONAL CHARTS	US	US	A	COPIES OF NEW RELEASES OF ORGANIZATION CHARTS MUST BE SUBMITTED TO STATE ARCHIVIST. NEW RELEASE IS DEFINED AS A CHANGE IN POSITION NOT A PERSON'S NAME.

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1.1.024	5503	PLANS AND PLANNING RECORDS	AC+3	AC+3	R	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.
1.1.027	5504	PROPOSED LEGISLATION	AV	AV		DRAFTS OF PROPOSED STATE AND/OR FEDERAL LEGISLATION AND RELATED CORRESPONDENCE.
1.1.048	5497	LITIGATION FILES	AC+1	AC+1	R	INCLUDES SUBPOENA. AC = AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION OR ON MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. CASES THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL BE EVALUATED BY THE STATE ARCHIVES FOR ARCHIVAL PRESERVATION.
1.1.057	5508	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.

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1.1.067	2474	PROGRAM OPERATION REPORTS	1	2	3	E	AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. ANNUAL, SUB-ANNUAL, OR SPECIAL REPORTS OR STUDIES ON NON-FISCAL ASPECTS OF THE PROGRAM AND ITS SERVICES AND/OR PROJECTS COMPILED BY AGENCY PERSONNEL, WAC, OR CONSULTANTS UNDER CONTRACT WITH THE PROGRAM AND DISTRIBUTED INTERNALLY OR EXTERNALLY. INCLUDES RACIAL ETHNIC REPORT. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
1.1.069	4455	PROGRAM ACTIVITY REPORTS	1		1		REPORTS COMPILED BY AGENCY PERSONNEL ON A DAILY OR OTHER PERIODIC BASIS PERTAINING TO WORKLOAD MONITORING, TASK COMPLETION TIMES, NUMBER OF PUBLIC CONTACTS, AND SIMILAR ACTIVITIES. INCLUDES OPEN RECORDS REPORTS; SUPPLY USAGE REPORT, ETC.
1.1.070	2444	WIC POLICY & PROCEDURE MANUAL- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	5498	USDA POLICY/NUMBERED MEMOS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	5499	PROGRAM POLICY/NUMBERED MEMOS- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	1857	AGENCY RULES, POLICIES AND PROCEDURES- WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
2.2.016	5978	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.

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3.1	5277	TEMPORARY EMPLOYEE FILES	AC+3	AC+3	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 AccessHR 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	6699	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	497	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.

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3.1.014	2439	EMPLOYMENT SELECTION RECORDS (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. INCLUDES NOTES OF INTERVIEWS WITH CANDIDATES; QUESTIONS ASKED OF APPLICANTS; AUDIO AND VIDEOTAPES OF JOB INTERVIEWS; DRIVING RECORD AND PREVIOUS INJURY CHECKS; PRE-EMPLOYMENT PHYSICAL EXAMINATIONS; POLYGRAPH EXAMINATION RESULTS; AND ALL OTHER RECORDS THAT DOCUMENT THE SELECTION PROCESS. DOES NOT INCLUDE CRIMINAL HISTORY CHECKS; OR APPLICATIONS OF APPLICANTS HIRED OR NOT HIRED.
3.1.018	4294	GRIEVANCE RECORDS	AC+2	AC+2		Vital Record maintained only by HHS-Civil Rights.. MAY CONTAIN CONFIDENTIAL DATA; AAC=FINAL DECISION ON THE GRIEVANCE. RECORDS RELATING TO THE REVIEW OF EMPLOYEE GRIEVANCES AGAINST PERSONNEL POLICIES, WORKING CONDITIONS, ETC. DOES NOT INCLUDE FORMAL COMPLAINTS FILED BY AN AGENCY EMPLOYEE WITH THE EQUAL EMPLOYMENT OFFICE (EEO) OF THE U. S. DEPARTMENT OF LABOR. SEE ITEM NUMBER 1.1.048.
3.1.019	1240	PEFORMANCE APPRAISALS/JOURNALS	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	2442	POSITION/JOB DESCRIPTIONS (WIC DESK DESCRIPTIONS)	AC+4	AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.

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3.2	2445	EMPLOYEE EARNING RECORDS - WIC PAYROLL AFFIDAVITS	FE+5	FE+5		Vital Record.	
3.3.026	1047	AGENCY STAFFING REPORTS	US+3	US+3		ANY REPORTS COMPILED BY AN AGENCY ON ASPECTS OF PERSONNEL STAFFING, INCLUDING LISTINGS OF ALL STAFF BY PROGRAM OR NAME; STAFF HIRED DURING A MONTH; DETAILED LISTINGS OF EMPLOYEES WITHIN ITS ORGANIZATIONAL STRUCTURE, POSITION VACANCIES, ANALYSES OF TURNOVER RATES AND SEASONALITY OF EMPLOYMENT, ETC. INCLUDES MANAGEMENT TO STAFF RATIO REPORT; CONTRACT WORK FORCE; VACANCY REPORT, ETC.	
3.4.007	3368	SPECIAL LEAVE REQUESTS	FE+5	FE+5		DOES NOT INCLUDE SICK LEAVE POOL. BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
4.1.005	3867	ADMINISTRATIVE COSTS FILES	FE+3	FE+3		NCLUDES COPIES OF CONTRACTORS TIMESHEETS; EMPLOYMENT ADVERTISEMENTS; ETC.	
4.5	2492	LOCAL AGENCY FISCAL 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.	
4.5	4462	DEPARTMENT FISCAL REPORTS	FE+3	FE+3			
4.5.005	2491	FINANCIAL 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. FNS-798; OTHER FINANCIAL REPORTS SUBMITTED TO USDA.	

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4.7	4702	PROGRAM MOU's	AC+3	AC+3	Vital Record. AC=MEMORANDUM SUPERSEDED OR AFTER COMPLETION, FOR THOSE WITH A COMPLETION DATE.
4.7.008	2452	PROGRAM GRANT AWARDS	AC+3	AC+3	Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERTIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE). INCLUDES WIC STATE PLAN; FARMERS MARKET STATE PLAN; ETC.

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