

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 | | | |

113 - PAYROLL, TIME, LABOR & LEAVE, HHS

| | | | | | | | | |
|---------|------|--|------|---|------|--|---|--|
| 3.2 | 4429 | PAYROLL WARRANT LISTING | FE+5 | | FE+5 | | | |
| 3.2.001 | 621 | EMPLOYEE DEDUCTION AUTHORIZATION | AC+5 | | AC+5 | | Vital Record. AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER. | |
| 3.2.002 | 622 | EMPLOYEE EARNING RECORDS (INCLUDES PAYROLL AFFIDAVIT) | CE+5 | | CE+5 | | Vital Record. 40 TAC 815.106(l) | |
| 3.2.002 | 3987 | EMPLOYEE EARNING RECORDS - RECORDS CREATED AFTER 1989 | CE+5 | | CE+5 | | Vital Record. RECORDS MUST BE CLOSED OUT AT THE END OF THE FISCAL YEAR. | |
| 3.2.003 | 1288 | FEDERAL TAX RECORDS (INCLUDES 1099, W-2, FICA AND OTHER TAX RECORDS) | AC+5 | | AC+5 | | Vital Record. AC=TAX DUE DATE, DATE THE CLAIM IS FILED, OR DATE TAX IS PAID WHICHEVER IS LATER | |
| 3.2.009 | 5869 | STATE DEFERRED COMPENSATION RECORDS | AC | 5 | AC+5 | | Vital Record. AC=ALL ACCOUNTS WITH A VENDOR(S) FOR INDIVIDUAL PARTICIPANTS HAVE BEEN CLOSED. | |
| 3.4 | 2627 | EMPLOYEE LEAVE FILE | | 5 | | | | |
| 3.4.001 | 5238 | TIMEKEEPING RECORDS (CAPPS) | FE+1 | 4 | FE+5 | | This retention period is for the electronic information in CAPPS to agree with the other HHS agencies, as requested by HHS-TL&L. (This retention period does not apply to the printed time sheet required only by DSHS to satisfy federal audits. See #3274.) | |
| 3.4.001 | 5871 | ACCUMULATED LEAVE ADJUSTMENT REQUESTS RECORDS | FE+2 | 3 | FE+5 | | | |
| 3.4.002 | 3489 | LEAVE STATUS REPORTS | FE+5 | | FE+5 | | Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS. | |

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

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|---------|------|-------------------------------|------|---|------|--|--|--|
| 3.4.004 | 2644 | OVERTIME AUTHORIZATIONS | FE+5 | | FE+5 | | BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS. | |
| 3.4.005 | 294 | OVERTIME SCHEDULES | FE+5 | | FE+5 | | | |
| 3.4.008 | 3490 | SICK LEAVE POOL DOCUMENTATION | FE+3 | 2 | FE+5 | | | |

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