### State of Texas
#### Records Retention Schedule

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

- **Series Item #:** 2150
- **Item #:** 3345
- **Series Title:** DRUG DESTRUCTION SIGN-OFFS

<table>
<thead>
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<th>Agency</th>
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- **Retention Period:** 4 years
- **Archival:** R
- **Remarks:** Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.

---

**Series Item #:** 3347
- **Item #:** 3347
- **Series Title:** CLASS D PHARMACIES (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.)

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- **Retention Period:** 4 years
- **Archival:** R
- **Remarks:** Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.

---

**Series Item #:** 5676
- **Item #:** 5676
- **Series Title:** GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)

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</table>

- **Retention Period:** 2 years
- **Archival:** Includes some e-mail.

---

**Series Item #:** 5679
- **Item #:** 5679
- **Series Title:** LEGAL OPINION & ADVICE

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**Series Item #:** 2144
- **Item #:** 2144
- **Series Title:** CUSTOMER SURVEYS

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<tr>
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- **Retention Period:** AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.

---

**Series Item #:** 2145
- **Item #:** 2145
- **Series Title:** TRAINING MATERIALS

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**RetentionPolicy 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- **US:** Until Superseded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
- **MO:** Months
- **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)**

- **V:** Vital Record
### 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

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<tbody>
<tr>
<td><strong>603</strong></td>
<td><strong>PHARMACY BRANCH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1.1.053</td>
<td>2141</td>
<td>REGISTRATION LOGS</td>
<td>AC</td>
<td>AC</td>
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<td></td>
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<td>AC=REPORT FILED WITH THE TEXAS ETHICS COMMISSION. USED TO REGISTER PERSONS APPEARING BEFORE STATE AGENCIES</td>
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<tr>
<td>1.1.055</td>
<td>4600</td>
<td>STRATEGIC PLAN</td>
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<td>AC+6</td>
<td>A</td>
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<td></td>
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<td></td>
<td></td>
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<td>AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVAL REQUIREMENT MET BY SENDING REQUIRED COPIES OF COMPLETED AGENCY PLAN TO TEXAS STATE DEPOSITORY PROGRAM.</td>
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<td>1.1.057</td>
<td>711</td>
<td>TRANSITORY INFORMATION</td>
<td>AC</td>
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<td></td>
<td></td>
<td>AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS &amp; SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.</td>
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<tr>
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<td>FORMS INVENTORY</td>
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**Summary**

- **Agency:** PHARMACY BRANCH
- **Records Series Title:** REGISTRATION LOGS
- **Retention Period:** AC
- **Archival:** AC
- **Remarks:** AC=REPORT FILED WITH THE TEXAS ETHICS COMMISSION. USED TO REGISTER PERSONS APPEARING BEFORE STATE AGENCIES

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### Retention Codes (Field 7)

- **AC** - After Closed, Terminated, Completed, Expired, Settled
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- **US** - Until Superseded
- **MO** - Months
- **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)

- **VITAL** Record
## Records Retention Schedule

### Agency: Texas Department of State Health Services

<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Agency Code: 537</th>
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</table>

### Retention Period
- **2.1.007**: Software Programs - Pharmacy Inventory Control System (PICS)
  - AC - Until
d  
  - Vital Record. DOES NOT INCLUDE COMMERCIALLY AVAILABLE SOFTWARE PROGRAMS. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET A RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94

- **2.2.016**: Software Registrations, Warranties, and License Agreements
  - LA+3
  - Vital Record.

- **3.1**: Positive Performance Records (Maintained by Supervisors)
  - 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. Beginning 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.

- **3.1.014**: Employment Selection Records / Notes (Includes Applications for Employment-Not Hired)
  - Vital Record maintained by CAPPS ONLY. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.

- **4.4.001**: General Ledger (Maintain Distribution & Inventory Balance of Drug Stock)
  - FE+3
  - Vital Record. MAINTAINED ELECTRONICALLY, BUT ALSO INCLUDES HARD COPIES OF BATCH RECORDS FOR QUALITY ASSURANCE.

- **5.1.004**: Region & County Lists (Mailing Address & Phone Numbers)
  - US

- **5.1.004**: Class D Pharmacy Mailing List
  - US

### Retention Period Codes (Field 7)
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### Archival Codes (Field 8)
- **A**: Transfer to State Archivist
- **R**: Review by State Archivist
- **E**: Exempt from sending

### Vital Record (Include in Field 9)
- **VITAL**: Vital Record
<table>
<thead>
<tr>
<th>603</th>
<th>PHARMACY BRANCH</th>
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</table>

5.1.012 3710  PRICE LISTS (INCLUDES RABIES SLIDING SCALE, RABIES REIMBURSEMENT UPDATES, & CLASS 270 COMMODITY CODE BOOK)  
Retention Period: US+3  
Archival: US+3  
Remarks:  

5.1.015 5116  CORRESPONDENCE/PACKAGES TRACKING RECORDS  
Retention Period: 1  
Archival: 1  
Remarks:  

5.2 3359  TEMPERATURE CHARTS FOR REFRIGERATION EQUIPMENT  
Retention Period: FE+1  
Archival: FE+1  
Remarks:  

5.2.014 3352  INVENTORY, ANNUAL PHYSICAL (DRUG)  
Retention Period: FE+3  
Archival: FE+3  
Remarks: Vital Record.  

5.2.023 3355  AUTOMATED INVENTORY - YEAR-TO-DATE (ACTIVITY (INCLUDES RABIES VACCINE, HUMAN RABIES IMMUNE GLOBULIN FORM C-69, REQUISITIONS, BILLS OF LADING AND RECEIVING REPORTS)  
Retention Period: FE+3  
Archival: FE+3  
Remarks: Vital Record. PHARMACY INVENTORY CONTROL SYSTEM  

5.3.004 4357  SHIPPING ACKNOWLEDGEMENTS  
Retention Period: AV  
Archival: AV  
Remarks:  

5.4.012 3320  SECURITY ACCESS RECORDS:INCLUDES SIGNATURE AUTHORIZATIONS AND ACCESS LOGS  
Retention Period: AC+2  
Archival: AC+2  
Remarks: Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.  

5.4.013 3113  DISASTER RECOVERY PLAN  
Retention Period: US  
Archival: US  
Remarks: Vital Record.  

---

**RETENTION CODES (Field 7)**

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- AV - As Long As Administratively Valuable
- US - Until Superseded
- CE - Calendar Year End
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- MO - Months

**ARCHIVAL CODES (Field 8)**

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

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

- VITAL Record.