### Records Retention Schedule

**State of Texas**  
**Records Retention Schedule**

*

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
</tr>
</thead>
</table>

**2. Records Series Item #**  
**5. Agency Item #**  
**7. Retention Period**  
**8. Archival**  
**9. Remarks**  
**10. 106 No.**

<table>
<thead>
<tr>
<th><strong>Series Item #</strong></th>
<th><strong>Agency Code</strong></th>
<th><strong>Agency</strong></th>
<th><strong>Records Series Title</strong></th>
<th><strong>Retention Period</strong></th>
<th><strong>Archival</strong></th>
<th><strong>Remarks</strong></th>
<th><strong>106 No.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>6138</td>
<td>PUBLIC COMMENTS TO PROPOSED RULES</td>
<td>AC+1</td>
<td>AC+1</td>
<td>AC=DATE OF PUBLICATION IN TEXAS REGISTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>6152</td>
<td>PUBLIC INFORMATION REQUESTS DETAIL</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>1.1.002</td>
<td>2456</td>
<td>AUDITS</td>
<td>AC+7</td>
<td>AC+7</td>
<td>AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.</td>
<td></td>
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</tr>
<tr>
<td>1.1.006</td>
<td>3136</td>
<td>COMPLAINT FILE/TECHNICAL ASSISTANCE</td>
<td>AC+2</td>
<td>AC+2</td>
<td>Vital Record. AC=FINAL DISPOSITION OF THE COMPLAINT</td>
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<tr>
<td>1.1.006</td>
<td>4531</td>
<td>COMPLAINT FILES</td>
<td>AC+2</td>
<td>AC+2</td>
<td>AC= FINAL DISPOSITION OF COMPLAINT</td>
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<tr>
<td>1.1.007</td>
<td>688</td>
<td>CORRESPONDENCE, ADMINISTRATIVE (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 Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
<td></td>
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</tr>
<tr>
<td>1.1.008</td>
<td>1323</td>
<td>GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)</td>
<td>2</td>
<td>2</td>
<td>INCLUDES SOME E-MAIL.</td>
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<tr>
<td>1.1.010</td>
<td>5411</td>
<td>GENERAL OFFICE PROCEDURES/DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)</td>
<td>US+1</td>
<td>US+1</td>
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</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 |
| MO | Months |
| FE | Fiscal Year End |
| DA | Days |
| LA | Life of Asset |
| PM | Permanent |

**ARCHIVAL CODES (Field 8)**

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

**VITAL Record (Include in Field 9)**
## State of Texas
### Records Retention Schedule

**Recertified:** 5/23/2012  
**Amendment Approved:** 2/19/2014  
**Updated (with or without amendment):** 10/4/2017

2. Agency Code: 537  
3. Agency: Texas Department of State Health Services

<table>
<thead>
<tr>
<th>Series Item #</th>
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<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>6157</td>
<td>CALENDARS, APPOINTMENT AND ITINERARY RECORDS</td>
<td>CE+1</td>
<td>CE+1</td>
<td>R</td>
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<tr>
<td></td>
<td>6153</td>
<td>PUBLIC INFORMATION REQUESTS - NOT EXEMPTED</td>
<td>AC+1</td>
<td>AC+1</td>
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<tr>
<td></td>
<td>3160</td>
<td>PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)</td>
<td>AC+2</td>
<td>AC+2</td>
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<tr>
<td></td>
<td>4755</td>
<td>PLANNING RECORDS (BOUND VOLUMES, AUDIOVISUALS)</td>
<td>AC+3</td>
<td>AC+3</td>
<td>R</td>
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<tr>
<td></td>
<td>1002</td>
<td>SPEECHES AND PAPERS</td>
<td>AC</td>
<td>AC</td>
<td>R</td>
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<tr>
<td></td>
<td>1322</td>
<td>TRANSITORY INFORMATION</td>
<td>AC</td>
<td>AC</td>
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<tr>
<td></td>
<td>1621</td>
<td>REPORTS AND STUDIES (NON-FISCAL)</td>
<td>3</td>
<td>3</td>
<td>R</td>
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<tr>
<td></td>
<td>696</td>
<td>REPORTS, EMPLOYEE (ACTIVITY OR WORKLOAD MONITORING)</td>
<td>1</td>
<td>1</td>
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</tbody>
</table>

**RETENTION CODES (Field 7)**  
AC - After Closed, Terminated, Completed, Expired, Settled  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
PM - Permanent  
PM - Permanent  
US - Until Superseded  
DA - Days  
MO - Months  
AV - As Long As Administratively Valuable

**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

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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.

AC=DATE REQUEST IS FULFILLED. Includes written requests for publications (Texas Govt Code 552.002)

AC=DATE OF DENIAL OF REQUEST

AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS

AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.

AC=PROCESS 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.

IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.1.070</td>
<td>6155</td>
<td>AC+3</td>
<td>AC+3</td>
<td>R</td>
<td>Vital record. INCLUDES POLICY LETTERS AND STANDARD OPERATING PROCEDURES. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.</td>
</tr>
<tr>
<td>1.1.071</td>
<td>6156</td>
<td>AC+3</td>
<td>AC+3</td>
<td>R</td>
<td>Vital record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.</td>
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<tr>
<td>2.2.016</td>
<td>5996</td>
<td>LA+3</td>
<td>LA+3</td>
<td></td>
<td>Vital Record.</td>
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<tr>
<td>3.1</td>
<td>857</td>
<td>AC+2</td>
<td>AC+2</td>
<td></td>
<td>Vital Record maintained only by HHS-Civil Rights. MAY CONTAIN CONFIDENTIAL DATA; AC=FINAL DECISION ON GRIEVANCE. BECAUSE OF CONSOLIDATION OF HUMAN RESOURCES IN HHS ENTERPRISE, MAINTAINED IN HHS-CIVIL RIGHTS</td>
</tr>
<tr>
<td>3.1</td>
<td>6717</td>
<td>AC</td>
<td>AC</td>
<td></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 CAPPSS 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>2181</td>
<td>AC+3</td>
<td>AC+3</td>
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<td>AC=TERMINATION OF COUNSELING</td>
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<tr>
<td>3.1.014</td>
<td>1324</td>
<td>2</td>
<td>2</td>
<td></td>
<td>Vital Record maintainted by CAPPSS only. Send all records to CAPPSS. CAPPSS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.</td>
</tr>
</tbody>
</table>

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- US - Until Superseded
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- DA - Days
- MO - Months

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**VITAL Record (Include in Field 9)**
- AV - As Long As Administratively Valuable
### 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>
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<tbody>
<tr>
<td>3.1.019</td>
<td>1326</td>
<td>PERFORMANCE APPRAISALS/JOURNALS</td>
<td>AC+5</td>
<td>AC+5</td>
<td>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.</td>
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<tr>
<td>3.1.023</td>
<td>1764</td>
<td>POSITION DESCRIPTIONS</td>
<td>AC+4</td>
<td>AC+4</td>
<td>Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.</td>
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<tr>
<td>3.1.037</td>
<td>1536</td>
<td>EMPLOYEE RECOGNITION RECORDS</td>
<td>AC+5</td>
<td>AC+5</td>
<td>AC=TERMINATION OF EMPLOYMENT; FORWARD PRINTED COPY TO HHS MANAGER FOR HUMAN RESOURCE RECORDS FOR EMPLOYEE MASTER PERSONNEL FILE.</td>
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<tr>
<td>3.2</td>
<td>1367</td>
<td>PAYROLL WARRANT LISTINGS</td>
<td>FE+5</td>
<td>FE+5</td>
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<td>3.3</td>
<td>1612</td>
<td>TRAINING SUPPORT DOCUMENTATION</td>
<td>AC+2</td>
<td>AC+2</td>
<td>AC= COMPLETION OF CLASS</td>
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<td>3.3.023</td>
<td>1611</td>
<td>REIMBURSABLE ACTIVITIES, REQUESTS TO ENGAGE IN</td>
<td>FE+3</td>
<td>FE+3</td>
<td>TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.</td>
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<td>3.4.004</td>
<td>4978</td>
<td>OVERTIME AUTHORIZATION</td>
<td>FE+5</td>
<td>FE+5</td>
<td>BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.</td>
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<td>4.2.005</td>
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<td>PURCHASE VOUCHERS</td>
<td>FE+3</td>
<td>FE+3</td>
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<tr>
<td>4.3</td>
<td>4615</td>
<td>PROGRAM &amp; REGIONAL BUDGET &amp; EXPENDITURES JOURNALS</td>
<td>FE+3</td>
<td>FE+3</td>
<td></td>
</tr>
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**VITAL Record (Include in Field 9)**

- X - Recertification  
- ___ - Replacement Page  
- ___ - Addendum Page
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<tr>
<td>600</td>
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<td>DIVISION FOR REGULATORY SERVICES</td>
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<td>5.1.004</td>
<td>687</td>
<td>MAIL AND TELECOMMUNICATIONS LISTINGS</td>
<td>US</td>
<td>US</td>
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<tr>
<td>5.1.015</td>
<td>689</td>
<td>CORRESPONDENCE LOGBOOKS</td>
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<tr>
<td>5.2.016</td>
<td>5831</td>
<td>INVENTORY SYSTEM UPDATE LISTINGS</td>
<td>AC</td>
<td>AC</td>
<td>AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING</td>
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<tr>
<td>5.3</td>
<td>2969</td>
<td>PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION</td>
<td>FE+3</td>
<td>FE+3</td>
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<tr>
<td>5.6.003</td>
<td>6165</td>
<td>INSPECTION, REPAIR AND MAINTENANCE RECORDS - VEHICLES</td>
<td>LA+1</td>
<td>LA+1</td>
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<td>5.6.005</td>
<td>5834</td>
<td>VEHICLE USE REPORTS-OPERATION LOGS</td>
<td>FE+3</td>
<td>FE+3</td>
<td>INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.</td>
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<tr>
<td>5.6.005</td>
<td>6166</td>
<td>VEHICLE USE REPORTS</td>
<td>FE+3</td>
<td>FE+3</td>
<td>INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.</td>
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