### Records Retention Schedule

State of Texas  
Records Retention Schedule  

**Agency:** Texas Department of State Health Services  
**Code:** 537  
**Series Item #**  
**Item #**  
**Records Series Title**  
**Agency**  
**Storage**  
**Total**  

<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Records Item #</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>7197</td>
<td>AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)</td>
<td>AC+6</td>
<td>AC+6</td>
<td>AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)</td>
</tr>
<tr>
<td>1.1</td>
<td>7200</td>
<td>RECORD OF HIPAA-AFFECTED DISCLOSURES</td>
<td>AC+6</td>
<td>AC+6</td>
<td>45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE; AC=DATE OF DISCLOSURE</td>
</tr>
<tr>
<td>1.1</td>
<td>7203</td>
<td>OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)</td>
<td>6</td>
<td>6</td>
<td>45 CFR 164.530 (j)(1)-(2)</td>
</tr>
<tr>
<td>1.1</td>
<td>7206</td>
<td>ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED</td>
<td>AC+6</td>
<td>AC+6</td>
<td>45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION</td>
</tr>
<tr>
<td>1.1</td>
<td>7212</td>
<td>AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED</td>
<td>AC+6</td>
<td>AC+6</td>
<td>45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION</td>
</tr>
<tr>
<td>1.1.006</td>
<td>7215</td>
<td>COMPLAINTS RELATED TO PRIVACY (HIPAA)</td>
<td>AC+6</td>
<td>AC+6</td>
<td>45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT</td>
</tr>
<tr>
<td>1.1.007</td>
<td>6229</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 (\text{Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.})</td>
</tr>
<tr>
<td>1.1.008</td>
<td>6230</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>
</tr>
</tbody>
</table>

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US - Until Superseded  

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

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

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**Notes:**  
**Recertified:** 5/23/2012  
**Updated (with or without amendment):** 10/4/2017  
**Amendment Approved:** 2/19/2014  
**Automated Facsimile of SLR-105**
# State of Texas
## Records Retention Schedule

**Automated Facsimile of SLR-105**

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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.1.024</td>
<td>6231</td>
<td>PLANS AND PLANNING RECORDS</td>
<td>AC+3</td>
<td>AC+3</td>
<td>R</td>
</tr>
<tr>
<td>1.1.057</td>
<td>215</td>
<td>TRANSITORY INFORMATION</td>
<td>AC</td>
<td>AC</td>
<td></td>
</tr>
<tr>
<td>1.1.063</td>
<td>6232</td>
<td>STAFF MEETING MINUTES AND NOTES</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1.1.070</td>
<td>6233</td>
<td>AGENCY RULES, POLICIES, AND PROCEDURES - FINAL</td>
<td>AC+3</td>
<td>AC+3</td>
<td>R</td>
</tr>
<tr>
<td>1.1.071</td>
<td>6234</td>
<td>AGENCY RULES, POLICIES, AND PROCEDURES - WORKING FILES</td>
<td>AC+3</td>
<td>AC+3</td>
<td>R</td>
</tr>
<tr>
<td>1.2.006</td>
<td>6235</td>
<td>RECORDS TRANSMITTALS FORMS</td>
<td>AC+2</td>
<td>AC+2</td>
<td></td>
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<tr>
<td>2.2.016</td>
<td>5965</td>
<td>SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS</td>
<td>LA+3</td>
<td>LA+3</td>
<td></td>
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<tr>
<td>3.1</td>
<td>6685</td>
<td>POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)</td>
<td>AC</td>
<td>AC</td>
<td></td>
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</tbody>
</table>

**REVENUE MANAGEMENT UNIT**

**107**

**RECORDS TRANSMITTALS FORMS**

**AC+2**

**AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER**

**SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS**

**LA+3**

**Vital Record.**

## RETENTION CODES (Field 7)
- **AC** - After Closed, Terminated, Completed, Expired, Settled
- **AV** - As Long As Administratively Valuable
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- **MO** - Months

## ARCHIVAL CODES (Field 8)
- **R** - Transfer to State Archivist
- **A** - Review by State Archivist
- **E** - Exempt from sending

## VITAL Record (Include in Field 9)
- **AV** - As Long As Administratively Valuable
- **US** - Until Superseded
### State of Texas
Records Retention Schedule

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

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

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<th></th>
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</thead>
<tbody>
<tr>
<td>117</td>
<td>537</td>
<td>REVENUE MANAGEMENT UNIT</td>
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#### Records Series Title Details

<table>
<thead>
<tr>
<th>Item #</th>
<th>Series Code</th>
<th>Description</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.014</td>
<td>6236</td>
<td>EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)</td>
<td>2</td>
<td>2</td>
<td>Vital Record maintained by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.</td>
</tr>
<tr>
<td>3.3.025</td>
<td>6237</td>
<td>JOB PROCEDURE RECORDS</td>
<td>US+3</td>
<td>US+3</td>
<td></td>
</tr>
<tr>
<td>3.3.030</td>
<td>6238</td>
<td>TRAINING ADMINISTRATION RECORDS</td>
<td>US+2</td>
<td>US+2</td>
<td>(MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICIES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPS. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS).</td>
</tr>
<tr>
<td>4.1.002</td>
<td>299</td>
<td>BILLING DETAIL ON FEES FOR SERVICE</td>
<td>6 MO</td>
<td>6Y6MO</td>
<td>7</td>
</tr>
<tr>
<td>4.2.001</td>
<td>646</td>
<td>CASH DEPOSIT VOUCHERS</td>
<td>FE+1</td>
<td>3</td>
<td>FE+4</td>
</tr>
<tr>
<td>4.2.002</td>
<td>647</td>
<td>CASH RECEIPTS</td>
<td>FE+3</td>
<td>FE+3</td>
<td>Vital Record.</td>
</tr>
<tr>
<td>4.2.003</td>
<td>1822</td>
<td>CASH PROCESSING CONTROL RECORDS</td>
<td>FE</td>
<td>3</td>
<td>FE+3</td>
</tr>
<tr>
<td>4.2.003</td>
<td>648</td>
<td>DAILY CASH RECEIPT LOG</td>
<td>FE+3</td>
<td>FE+3</td>
<td></td>
</tr>
<tr>
<td>4.2.003</td>
<td>1823</td>
<td>CASH ROOM LISTING OF DAILY REMITTANCE</td>
<td>FE+6 MO</td>
<td>2Y6MO</td>
<td>FE+3</td>
</tr>
</tbody>
</table>

**REPRESENTATION CODES (Field 7)**

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**ARCHIVAL CODES (Field 8)**

- **R** - Review by State Archivist
- **E** - Exempt from sending
- **V** - Vital Record

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

- **A** - Transfer to State Archivist
### 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*

<table>
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<tr>
<th>Records Series Item #</th>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.2.003 1824</strong></td>
<td>CASH CONTROL DAILY PRINTOUTS/BACK-UP</td>
<td>FE+1</td>
<td>2</td>
</tr>
<tr>
<td><strong>4.2.003 2531</strong></td>
<td>CASHIER BACK-UP DOCUMENTS</td>
<td>FE+1</td>
<td>2</td>
</tr>
<tr>
<td><strong>4.3 1292</strong></td>
<td>LITERATURE INVOICES/REMITTANCE ADVICES</td>
<td>AV</td>
<td>AV</td>
</tr>
<tr>
<td><strong>4.5.002 1898</strong></td>
<td>INTERNAL FISCAL MANAGEMENT REPORTS</td>
<td>FE+3</td>
<td>FE+3</td>
</tr>
<tr>
<td><strong>4.5.003 1899</strong></td>
<td>ANNUAL FINANCIAL REPORT REQUIRED BY THE GENERAL APPROPRIATIONS ACT</td>
<td>AC</td>
<td>6</td>
</tr>
<tr>
<td><strong>4.7.003 5859</strong></td>
<td>RETURNED CHECKS/WARRANTS/DRAFTS (UNCOLLECTABLE)</td>
<td>FE+4</td>
<td>FE+4</td>
</tr>
<tr>
<td><strong>4.7.005 318</strong></td>
<td>CLAIMS FILES</td>
<td>AC+3</td>
<td>AC+3</td>
</tr>
<tr>
<td><strong>5.1.007 6239</strong></td>
<td>REQUISITIONS FOR IN-AGENCY/INTER-AGENCY COPY/PRINTING SERVICE</td>
<td>AV</td>
<td>AV</td>
</tr>
</tbody>
</table>

**REVENUE MANAGEMENT UNIT**

**Retention Period**:  
**Archival**:  
**Remarks**:  

**106 No.**

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