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

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5.4 1704 REVIEW OF APPROPRIATE LICENSURE FOR OPERATION OF MOTOR VEHICLE (KEPT WITH PERFORMANCE APPRAISALS) 2 2 FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.

5.4 1945 COPY OF MOVING AND NON-MOVING TRAFFIC VIOLATIONS (KEPT WITH PERFORMANCE APPRAISALS) 2 2 FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.

5.4 3036 SAFETY TRAINING RECORDS (NON-HAZARDOUS MATERIALS) CE+5 CE+5

5.4 3773 DRIVING HISTORIES OF EMPLOYEES (RISK MANAGEMENT) AC+5 AC+5 AC=TERMINATION OF EMPLOYEE

5.4 4453 INCIDENT REPORTS/ACCIDENT/INJURY REPORTS OF NON-STATE EMPLOYEES ON STATE PROPERTY AC AC L-33 FORMS. AC=STATUTE OF LIMITATIONS; CLAIMANT REQUIRED TO GIVE NOTICE OF INJURY WITHIN 6 MONTHS OF THE INCIDENT OR THE ACTION IS BARRED (UNLESS THERE IS ACTUAL KNOWLEDGE OF THE INJURY IN THE AGENCY); ACTION BARRED IF SUIT NOT FILED WITHIN 2 YEARS FROM THE DATE OF THE INJURY. (SEE 1.1.048 IF INJURY RESULTS IN LAWSUIT)

5.4 4624 MOVING AND NON-MOVING TRAFFIC VIOLATIONS (RISK MANAGEMENT) 5 5

5.4 4627 REVIEW OF DRIVING RECORD BEFORE TDH/DSHS EMPLOYMENT DATE (RISK MANAGEMENT) AV AV OFFICE OF CRIMINAL INVESTIGATIONS FORWARDS THEIR REPORT TO RISK MANAGER FOR RETENTION.

5.4 4628 ACCIDENTS WITH THIRD PARTY CLAIMS BASED ON VIOLATIONS OF THE LAW OR ETHICAL STANDARDS (RISK MANAGEMENT) AV AV OFFICE OF CRIMINAL INVESTIGATIONS FORWARDS THEIR REPORT TO RISK MANAGER FOR RETENTION.

RETENTION CODES (Field 7)
- AC - After Closed, Terminated, Completed, Expired, Settled
- CE - Calendar Year End
- FE - Fiscal Year End
- LA - Life of Asset
- MO - Months
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- PM - Permanent
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ARCHIVAL CODES (Field 8)
- R - Review by StateArchivist
- A - Transfer to 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  
**Updated (with or without amendment):** 10/4/2017

**Amendment Approved:** 2/19/2014

Automated Facsimile of SLR-105  
3. Agency: Texas Department of State Health Services

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