

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			

402 - SPECIALIZED HEALTH SERVICES SECTION

181	NBS MEDICAL RECORDS	AC+1	17	AC+18	AC=PROJECT CLOSED ON 11/1/1996. PAPER MICROFILMED AT AC. INCLUDES CLINICAL PHOTOGRAPHS/SLIDES. BASED ON THE RETENTION PERIOD FOR INFANT RECORDS. (22TAC§165.1)	05-537-260 (Photos/slides only)
377	NBS HEMOGLOBINOPATHY FILES	2	19	21	22 TAC 165	05-537-481
727	NBS PATIENT TREATMENT RECORDS	AC		AC	AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21 YEARS OF AGE, WHICHEVER IS LONGER.	
1013	PERSONAL CARE SERVICES DOCUMENTATION	AC		AC	AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21 YEARS OF AGE, WHICHEVER IS LONGER.	
1865	NBS CARE COORDINATION FILES	AC		AC	AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21 YEARS OF AGE, WHICH EVER IS LONGER.	
2165	PURCHASED HEALTH SERVICES UNIT (PHSU) CLIENT ELIGIBILITY FILES	AC+1	4	AC+5	Vital record. AC=END OF ELIGIBILITY PERIOD. KIDNEY HEALTH CARE (KHC) ELECTRONIC FILES STORED IN AUTOMATED SYSTEM FOR KIDNEY INFORMATION TRACKING (ASKIT). INCLUDES KHC, HEMOPHILIA ASSISTANCT PROGRAM (HAP) AND CHILDREN WITH SPECIAL HEALTH CARE NEEDS (CSHCN). RECORDS CAN INCLUDE MEDICAL REVIEWS RELATED TO ELIGIBILITY [PHYSICIAN ASSESSMENT FORM (PAF) FINDINGS]. RECORD COPY IN INTEGRATED BUSINESS INFORMATION SYSTEM (IBIS). PAPER/CONVENIENCE COPIES KEPT NO LONGER THAN 90 DAYS AFTER IMAGING. PAPER COPIES FOR KHC AND HAP HELD BY CENTRAL OFFICE. PAPER COPIES FOR CSHCN HELD BY REGIONAL OFFICES.	

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2169	PHSU (PURCHASED HEALTH SERVICES UNIT) CLIENT INDEX AND SUPPORTING DOCUMENTATION	AC+10		AC+10	Vital Record. AC=END OF ELIGIBILITY PERIOD. INCLUDES KHC (KIDNEY HEALTH CARE), HAP (HEMOPHILIA ASSISTANCE PROGRAM) AND CSHCN (CHILDREN WITH SPECIAL HEALTH CARE NEEDS). INCLUDES CLIENT METADATA IN IBIS AND ANY SUPPORTING DOCUMENTATION NOT SUPERSEDED WITH PROGRAM RENEWALS.	
2386	PATIENT DENTAL TREATMENT RECORDS	1	4	5	22 TAC Rule 108.8 (Dental Examiners Rules)	
2490	MEDICAL REVIEWS	AC+2		AC+2	Vital Record. AC=DATE REVIEW COMPLETED. MEDICAL REVIEWS RELATED TO MEDICAL NECESSITY AND/OR COVERED BENEFITS, AND PRIOR AUTHORIZATIONS (PAs).	
4116	NBS CYTOGENETICS FILES	2	19	21		05-537-333
5385	TRAINING RECORDS OF SCREENERS (SPINAL SCREENING)	6		6		
5386	ROSTER OF TRAINERS AND MASTER TRAINERS	US		US		
5440	NBS HYPOTHYROID FILES	2	19	21		
5441	NBS ENDOCRINE FILES	2	19	21		05-537-146
5442	NBS DIAGNOSED PKU FILES	2	19	21		
5443	NBS DIAGNOSED HYPOTHYROID FILES	2	19	21		05-537-237
5444	NBS METABOLIC FILES	2	19	21		05-537-211

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	5448	NBS GALACTOSEMIA FILES, CLOSED AND CLEARED	2	19	21			
	5452	NBS GALACTOSEMIA DIAGNOSED	1	20	21			12-537-562
	5501	TEXAS EARLY HEARING, DETECTION, AND INTERVENTION (TEHDI) DATABASE	AV		AV		DATABASE USED FOR EPIDEMIOLOGICAL SURVEILLANCE - CURRENTLY OUTSOURCED.	
	6805	NBS CAH FILES	2	19	21		22 TAC 165	08-537-546
	6806	NBS DIAGNOSED METABOLIC FILES (EXCLUDING PKU & GLACTOSEMIA)	2	19	21		22 TAC 165	
	6830	NBS METABOLIC FILES CLOSED AND CLEARED	1	20	21		22 TAC 165	12-537-563
	6975	GENETIC SERVICES PATIENT RECORDS	6 MO	20Y6MO	21			09-537-549
1.1	631	VISION & HEARING WORKSHOP EVALUATIONS	FE	2	FE+2		TO STORE IN WAREHOUSE FOR 2 YRS.	
1.1	634	VISION & HEARING GREEN & YELLOW CARDS	FE+5		FE+5		KEEP 5 YEARS-CERTIFICATION PERIOD	
1.1	642	VISION & HEARING SIGN-IN WORKSHOP SHEETS	FE+5		FE+5		KEEP 5 YEARS-TIME OF CERTIFICATION	
1.1	2260	APPEALS, ADMINISTRATIVE REVIEWS AND FAIR HEARINGS	AC+2		AC+2		Vital Record. AC=RESOLUTION OF APPEAL. INCLUDES CSHCN-SP, KHC, HAP, PCS, CPW.	
1.1	2264	PHSU THIRD PARTY RECOVERY REVIEWS	AC+1	6	AC+7		AC=DATE OF REVIEW. INCLUDES KHC, CSHCN, AND HAP.	
1.1	3357	(CASE MGMT PWI) AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)	

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1.1	4634	(CASE MGMT PWI) RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6	AC+6	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
1.1	4658	(CASE MGMT PWI) OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6	6	45 CFR 164.530 (j)(1)-(2)
1.1	4819	(CASE MGMT PWI) ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC	AC	RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER
1.1	4827	(CASE MGMT PWI) ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6	AC+6	45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	4852	(CASE MGMT PWI) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1	AC+1	AC=DATE RECORD AMENDED OR REQUEST FILLED.
1.1	4854	(CASE MGMT PWI) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6	AC+6	45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	5744	ADVISORY COUNCIL/COMMITTEE MEMBERSHIP APPLICATIONS - APPOINTED	AC+1	AC+1	AC=END OF TERM ON COUNCIL/COMMITTEE. INCLUDES NEWBORN SCREENING ADVISORY COMMITTEE.
1.1	5745	ADVISORY COUNCIL/COMMITTEE MEMBERSHIP APPLICATIONS - NOT APPOINTED	AC+2	AC+2	AC=DATE OF DECISION NOT TO APPOINT. INCLUDES NEWBORN SCREENING ADVISORY COMMITTEE.

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1.1	6911	LEGISLATIVE CORRESPONDENCE	5	5			INCLUDES RESPONSES TO REQUESTS FOR INFORMATION / INQUIRIES FROM LEGISLATORS OR LEGISLATIVE COMMITTEES, INCLUDING PRESENTATIONS MADE TO LEGISLATORS OR LEGISLATIVE COMMITTEES.
1.1.006	4650	(CASE MGMT PWI) COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6	AC+6			45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.006	5275	COMPLAINT FILE	AC+2	AC+2			AC=FINAL DISPOSITION OF COMPLAINTS
1.1.007	5175	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	4	4	R		Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. INCLUDES ADVISORY COMMITTEE CORRESPONDENCE
1.1.008	5033	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2			INCLUDES SOME E-MAIL. (INCLUDES INTER-OFFICE MEMOS, REQUESTS FOR REVISIONS TO FORMULARY)
1.1.010	2298	DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1	US+1			(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)
1.1.013	5035	ITINERARY INFORMATION	CE+1	CE+1	R		ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.
1.1.014	1320	LEGAL OPINIONS AND ADVICE	AV	AV	R		

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1.1.020	5186	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1	AC+1			AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)
1.1.021	5187	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2			AC=DATE OF DENIAL OF REQUEST
1.1.023	5188	ORGANIZATION CHARTS	US	US		A	
1.1.024	5189	PLANNING RECORDS	AC+3	AC+3		R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS
1.1.026	2391	TEXAS REGISTER SUBMISSIONS	AC	1	AC+1		AC=PUBLICATION IN TEXAS REGISTER.
1.1.027	5191	PROPOSED LEGISLATION - DRAFTS OR PROPOSED LEGISLATIVE BILLS & RELATED CORRESPONDENCE	AV		AV		
1.1.040	5197	SPEECHES, PRESENTATIONS, REPORTS & PAPERS - CONFERENCES	AC		AC		R AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	2355	TRAINING MATERIALS & LESSONS	US+1		US+1		
1.1.057	710	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE 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.
1.1.058	1266	MEETING MINUTES AND AGENDAS - STATE BOARDS, COMMITTEES, COMMISSIONS	PM		PM		A INCLUDES THE NEWBORN SCREENING ADVISORY COMMITTEE AND THE INTERAGENCY COUNCIL ON GENETIC SERVICES.

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1.1.061	2569	MEETING - NOTES	AC+90DA	AC+90DA			AC=APPROVAL OF FORMAL MINUTES BY THE GOVERNING BODY. INCLUDES THE NEWBORN SCREENING ADVISORY COMMITTEE AND THE INTERAGENCY COUNCIL ON GENETIC SERVICES.	
1.1.062	2570	MEETINGS - SUPPORTING DOCUMENTATION	2	2	A		INCLUDES THE NEWBORN SCREENING ADVISORY COMMITTEE AND THE INTERAGENCY COUNCIL ON GENETIC SERVICES.	
1.1.063	2340	STAFF MEETING MINUTES/NOTES	1	1				
1.1.064	3031	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3	FE+3			Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.	
1.1.065	5381	REPORTS & STUDIES (NON-FISCAL) - RAW DATA	AV	AV			INCLUDES INDIVIDUAL SPINAL SCREENING REPORT FORMS FROM EACH DISTRICT, PRIVATE AND CHARTER SCHOOL	
1.1.066	2053	ANNUAL PROGRAM REPORT	PM	PM	A		INCLUDES ALL ADVISORY COMMITTEE REPORTS. COPIES SENT TO PUBLICATIONS CLEARINGHOUSE; PERMANENT RETENTION IS REQUIRED FOR HISTORICAL DATA & PROGRAM ANALYSIS	
1.1.067	5193	REPORTS & STUDIES (NON-FISCAL)	3	3	R		IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD. (INCLUDES ALL LEGISLATIVELY-MANDATED REPORTS AND STUDIES)	
1.1.069	667	LOAN AUDIOMETER SCREENING REPORTS	1	1				

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1.1.069	2250	PRODUCTIVITY REPORTS & EMPLOYEE WORKLOAD MEASURES	1		1			
1.1.070	5190	PROGRAM RULES, POLICIES AND PROCEDURES - INTERNAL PUBLICATIONS WHICH OUTLINE THE ORGANIZATION'S POLICIES & PROCEDURES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	5253	PROGRAM RULES, POLICIES AND PROCEDURES- WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.003	2130	FORMS HISTORY FILE	AC+1		AC+1		AC=DISCONTINUANCE OF USE OF FORM	
1.2.006	157	RECORDS TRANSMITTAL FORMS	AC+2		AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER	
1.3.001	2779	PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE / LIBRARY.	
1.3.002	5192	PUBLICATION FILES	AV		AV	R		
2.1.009	3617	SYSTEM DOCUMENTATION	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE HARDWARE TO BE RETRIEVED AND READ. INCLUDES IBIS, CMIS, AND ASKIT.	

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2.2.016	5977	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.	
3.1	672	GRIEVANCE RECORDS	AC+2		AC+2		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	
3.1	6698	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC		AC		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 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	2310	EMPLOYMENT SELECTIONS - INCLUDING INTERVIEW NOTES, DOCUMENTATION OF SELECTION PROCESS; APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		Vital Record maintained by CAPPs only. Send all records to CAPPs. CAPPs HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.	
3.1.019	675	PERFORMANCE APPRAISALS/JOURNALS	AC+5		AC+5		29CFR 1620.32 (c) 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.	
3.2	1057	PAYROLL WARRANT LISTINGS AND CERTIFICATIONS	FE+5		FE+5			

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3.3	1901	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS. (INCLUDES KHC, NBS, NB HEARING, AND THSTEPS.)	
3.3.025	7249	JOB PROCEDURE RECORDS	US+3		US+3			
3.3.030	2793	TRAINING ADMINISTRATION RECORDS	US+2		US+2		(MATERIALS AND RECORDS FOR IN-HOUSE TRAINING OF AGENCY PERSONNEL OF POLICIES AND PROCEDURES.) TRAINING MATERIALS NOT FOUND IN TRAIN OR CAPPS.	
3.4.004	5020	OVERTIME AUTHORIZATION	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
4.1.001	5558	PHSU ACCOUNTS PAYABLE INFORMATION	FE	3	FE+3			
4.1.003	3706	PHSU CANCELLED WARRANTS FILE	FE+3		FE+3		INCLUDES KHC, CSHCN-FFS AND HAP.	
4.2	2089	PHSU PROGRAM RECIPIENT AND PROVIDER REFUND FILE	FE+1	2	FE+3		INCLUDES KHC, CSHCN, AND HAP.	
4.2	2092	PHSU WARRANT TRACER REQUEST FILE	FE+3		FE+3			
4.3	2164	PHSU PAYRUN LOGBOOKS	1		1		INCLUDES KHC, CSHCN, AND HAP.	
4.3.003	2000	EXPENDITURE JOURNALS OR REGISTERS	FE+1	2	FE+3			
4.4.002	4256	PHSU ACCOUNTS RECEIVABLE	FE+5		FE+5		INCLUDES KHC, HAP, AND CSHCN.	
4.5.002	1883	COMPREHENSIVE CARE PROGRAM FILES	FE+3		FE+3		FREW	

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Records Retention Schedule

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

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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.
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402 - SPECIALIZED HEALTH SERVICES SECTION

4.5.003	5232	ADVISORY COUNCIL/COMMITTEE RESOURCE ALLOCATION PLANS	AC+6	AC+6	A	AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. INCLUDES INTERAGENCY COUNCIL ON GENETIC SERVICES.
4.7	4315	PHSU CLAIMS PAYMENT VOUCHERS	FE+5	FE+5		INCLUDES KHC, HAP, AND CSHCN. INCLUDES PAYRUN RECORDS PRINTOUTS, MEDICAL AND TRAVEL CLAIMS BY PAYRUN, AND PAYMENTS FOR MEDICARE PARTS B AND D.
4.7	4747	PHSU CLAIMS LOG BOOKS	1	1		INCLUDES KHC, HAP, AND CSHCN. INCLUDES MEDICAL CLAIMS LOG, COMPTROLLER HELD WARRANT LOG, AND PAYRUN LOGBOOKS.
4.7.008	1766	GRANT INFORMATION	AC+3	AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).
5.1	2621	CONTRACT MONITORING RECORDS	AC+7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS.
5.1.001	2326	PROGRAM PROVIDER FILES	AC	7	AC+7	AC=CONTRACT EXPIRATION. KHC, HAP, AND CSHCN FAMILY SUPPORT SERVICES PROVIDER CONTRACTS (INCLUDES REBATE CONTRACTS). DOES NOT INCLUDE TMHP-ENROLLED PROVIDERS.
5.1.001	3717	PHSU PROVIDER INDEX AND SUPPORTING DOCUMENTATION	AC+10	AC+10		Vital Record. INCLUDES PROVIDER ENROLLMENT FORMS AND OTHER DOCUMENTATION SUBMITTED WITH THE PROVIDER AGREEMENT, INCLUDING BUT NOT LIMITED TO DIRECT DEPOSIT FORMS, CHANGE OF ADDRESS, CHANGE OF OWNERSHIP (CHOW), LICENSE VERIFICATION, NATIONAL PROVIDER IDENTIFIER VERIFICATION, AND VERIFICATION OF MEDICARE AND MEDICAID ENROLLMENT.

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5.1.001	6918	STATE ACTION REQUEST/VENDOR INITIATED CORRESPONDENCE (SAR/VIC)	AC+7	AC+7			Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. BEGINNING WITH 11/1/2010, THIS INFORMATION IS MAINTAINED IN MCATS, AS ELECTRONIC INFORMATION ONLY. A SAR OR VIC IS THE OFFICIAL CORRESPONDENCE BETWEEN THE STATE AND VENDOR.
5.1.007	5219	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV	AV			
5.1.014	4403	OFFICE PROCEDURES	US+1	US+1			INCLUDES WARRANT BATCH SIGN-OUT SHEET.
5.1.015	691	CORRESPONDENCE TRACKING RECORDS	1	1			
5.2.005	5220	AUDIOMETER QUALITY CONTROL CHECKS	10	10			
5.2.008	2112	EQUIPMENT HISTORY / EQUIPMENT SERVICE	LA+3	LA+3			
5.2.008	5221	AUDIOMETER LOAN/MAINTENANCE FILES	LA+3	LA+3			
5.2.009	1769	EQUIPMENT INVENTORY	FE+3	FE+3			
5.2.010	1563	EQUIPMENT MANUALS	LA	LA			
5.2.014	692	INVENTORY - ANNUAL PHYSICAL	FE+3	FE+3			
5.2.016	693	PROPERTY TRANSFER FORMS	AC	AC			AC=TRANSFER OF INFORMATION TO ANNUAL LISTING
5.2.017	694	LOST AND STOLEN PROPERTY REPORTS	FE+3	FE+3			

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5.3.008	1770	PURCHASING RECORDS	FE+3		FE+3			
5.5.003	2078	PHSU CLAIMS PHONE LOG	AV		AV		EACH WORKER (ID) HAS THEIR OWN PHONE LOG	

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