

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			

504 - TB SERVICES BRANCH

200		MONTHLY CORRECTIONAL TUBERCULOSIS (TB) REPORT	1	2	3		RECEIVED FROM THE REGIONS. MAINTAINED ELECTRONICALLY IN CENTRAL OFFICE, HARD COPIES DESTROYED. See also Agency Item Number #201.	15-537-578
201		MONTHLY CORRECTIONAL TB REPORT DATABASE	AV		AV		See also Agency Item Number #200	
205		CORRECTIONAL TUBERCULOSIS SCREENING PLAN	1	4	5			15-537-579
210		TB SUSPECTS AND CASE DATABASE	AV		AV		FROM CORRECTIONS.	
3181		COMMUNICABLE DISEASE SURVEILLANCE FORMS	AC		AC		TUBERCULOSIS. AC=21ST BIRTHDAY OR 7 YRS PAST LAST DATE ENCOUNTER OCCURED, WHICHEVER OCCURS LATER.	
3220		TB INCIDENT REPORT	3		3		MAINTAINED ELECTRONICALLY IN CENTRAL OFFICE, HARD COPIES DESTROYED.	
3221		OPTIONAL TB AIR CONTACT INVESTIGATION OUTCOME REPORTING FORMS	3		3		MAINTAINED ELECTRONICALLY IN CENTRAL OFFICE, HARD COPIES DESTROYED.	
4464		LOAN DOCUMENTS (PERMANENT TRANSFER)-EQUIPMENT TO MEXICO	AV		AV		SPECIFIED IN POLICY (OS-3205, LOAN OF TDH/DSHS EQUIPMENT TO MEXICO)	
4749		HANSEN'S DISEASE PATIENT FILES	PM		PM		ALL HANSEN'S DISEASE PATIENT FILES HAVE RESEARCH SIGNIFICANCE AND HAVE PERMANENT RETENTION. MAINTAINED ELECTRONICALLY IN CENTRAL OFFICE, HARD COPIES DESTROYED.	
4838		TB DRUG RESISTANT CASE FILES AND MONTHLY REPORTS	PM		PM		MAINTAINED ELECTRONICALLY IN CENTRAL OFFICE, HARD COPIES DESTROYED.	
4849		MEDICAID REIMBURSEMENT APPLICATION FILES	US		US		US=UNTIL SUPERSEDED BY NEW APPLICATION.	

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ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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	6979	REFUGEE HEALTH SCREENING DATABASE	AV		AV		WILL BE COPIED INTO DIFFERENT APPLICATION AND RETIRED EFFECTIVE ABOUT OCTOBER 2009, THEN USED AS REFERENCE ONLY. SEE RELATED #6980, FOR NEW RECORDS STARTING JULY 2009.	
	6980	eSHARE (ELECTRONIC SYSTEM FOR HEALTH ASSESSMENT OF REFUGEES)	AV		AV		IMPLEMENTED JULY 2009. SEE RELATED RECORD #6979 FOR OLD RECORDS	
	6981	TEXAS REFUGEE HEALTH ASSESSMENT FORM	AC		AC		AC=DATA ENTRY INTO eSHARE DATABASE.	
1.1	4543	ALIEN A & B WAIVERS	1		1		SENT TO PUBLIC HEALTH REGIONS FOR PROCESSING	
1.1.006	4327	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	4545	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.	
1.1.008	4546	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
1.1.010	4547	DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1		US+1		Vital Record.	
1.1.019	4549	NEWS/PRESS RELEASES	2		2	R	SEND PAPER OR MICROFILM COPIES TO THE STATE ARCHIVES.	

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1.1.020	4354	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1	AC+1			AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.024	4355	PLANNING RECORDS	AC+3	AC+3	R		AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.027	4550	PROPOSED LEGISLATION	AV	AV				
1.1.057	1271	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.	
1.1.063	4548	MEETING MINUTES/NOTES	1	1				
1.1.065	4556	REPORTS, STUDIES, AND SURVEYS -RAW DATA	AV	AV			Vital Record. DATA ASSEMBLED TO PRODUCE ANNUAL REPORT	
1.1.067	4551	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.	
1.1.069	7169	REPORTS - ACTIVITY	1	1			REPORTS COMPILED BY STAFF ON A DAILY OR PERIODIC BASIS PERTAINING TO WORKLOAD MONITORING, TASK COMPLETION TIMES, NUMBER OF PUBLIC CONTACTS, ETC.	
1.1.070	2971	TB MANUAL- FINAL	AC+3	AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	

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1.1.070	4388	RULES AND REGULATIONS- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	5268	AGENCY 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	6976	FORMS HISTORY FILE (Print masters of original version and all subsequent revisions to an agency form.)	AC+1	AC+1		AC=DISCONTINUANCE OF USE OF FORM
1.2.004	2987	TB FORMS INVENTORY	US	US		
2.1.002	4393	TUBERCULOSIS CASE REGISTRY/TB WAIVERS	50	50	R	Vital Record. TB SURVEILLANCE SOFTWARE SUBSET OF DATA INPUT INTO TB CASE REGISTRY AT DEPARTMENT OF AGING AND DISABILITY SERVICES (DADS), WINTERS BUILDING; RETENTION BASED ON NEEDS FOR CASE MANAGEMENT-HISTORICAL INFORMATION ON PATIENT.
2.2.016	5987	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		Vital Record.
3.1	6708	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. 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.

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3.1.014	4559	EMPLOYMENT SELECTION RECORDS (INCLUDES 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	4581	PERFORMANCE APPRAISALS/JOURNALS	AC+5		AC+5		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.	
3.1.023	4561	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.	
3.3.023	4389	TRAVEL RECORDS	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.4.004	5013	OVERTIME AUTHORIZATION	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
3.4.007	4566	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.	
4.1	4602	HANSEN'S DISEASE PROGRAM ACCT. FILES	FE+3		FE+3		Vital Record.	
4.7.008	4739	FEDERAL 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).	

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5.1.004	4340	EMPLOYEE ADDRESS & PHONE LIST	US		US			
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