State of Texas
Records Retention Schedule

673  -  TEXAS CENTER FOR INFECTIOUS DISEASE

<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
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<tbody>
<tr>
<td>217</td>
<td>CLINICAL INFORMATION SYSTEM- NUCAMS</td>
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<tr>
<td>220</td>
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<td>DISCHARGE INDEX</td>
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<tr>
<td>359</td>
<td>WORKING FILES-UTILIZATION AND REVIEW</td>
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<tr>
<td>361</td>
<td>UTILIZATION REVIEW FORMS (MEDICARE PATIENTS)</td>
<td>AC+3</td>
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<td>381</td>
<td>OUTPATIENT CLINIC MASTER INDEX</td>
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<td>382</td>
<td>OUTPATIENT CLINIC MEDICAL RECORDS</td>
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<td>RADIOLOGICAL SERVICES RECORDS</td>
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<td>420</td>
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RETENTION CODES (Field 7)
AC  -  After Closed, Terminated, Completed, Expired, Settled
AV  -  As Long As Administratively Valuable
DA  -  Days
FE  -  Fiscal Year End
LA  -  Life of Asset
MO  -  Months
PM  -  Permanent
UL  -  Until Superseded
CE  -  Calendar Year End

ARCHIVAL CODES (Field 8)
A  -  Transfer to State Archivist
DA  -  Days
LA  -  Life of Asset
MO  -  Months
PM  -  Permanent
UL  -  Until Superseded

VITAL Record (Include in Field 9)
AV  -  As Long As Administratively Valuable
DA  -  Days
LA  -  Life of Asset
MO  -  Months
PM  -  Permanent
UL  -  Until Superseded

Recertified: 5/23/2012  Updated (with or without amendment): 10/4/2017
Amendment Approved: 2/19/2014
State of Texas
Records Retention Schedule

2. Agency Code: 537

3. Agency: Texas Department of State Health Services

4. Records Series Item # 5. Agency Item # 6. Records Series Title
Agency Storage Total

673 - TEXAS CENTER FOR INFECTIOUS DISEASE

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<td>HISTORICAL VOLUNTEER SERVICE PROGRAM INFORMATION</td>
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<td>1640</td>
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**RECORDS Retention Codes (Field 7)**
- AC - After Closed, Terminated, Completed, Expired, Settled
- AV - As Long As Administratively Valuable
- US - Until Superseded
- CE - Calendar Year End
- FE - Fiscal Year End
- LA - Life of Asset
- MO - Months
- DA - Days

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

**VITAL Records (Include in Field 9)**
- V - Vital Record
- 3" X 5" CARDS
### Records Retention Schedule

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

<table>
<thead>
<tr>
<th>2. Agency Code</th>
<th>3. Agency: Texas Department of State Health Services</th>
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<tbody>
<tr>
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<td>5. Agency Item #</td>
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<tr>
<td>1064</td>
<td>TEXAS CENTER FOR INFECTIOUS DISEASE</td>
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</table>

#### 1641  BIRTH REGISTER  PM  PM  

**Vital Record. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. INCLUDES QUARANTINE AND PROTECTIVE ORDERS. WHEN THE RECORD IS CONVERTED TO MICROFORM THE PAPER VERSION MAY BE DESTROYED. (Health and Safety Code Title 4, §241.103)**

#### 1652  MEDICAL RECORDS - TEXAS CENTER FOR INFECTIOUS DISEASE  AC  AC  

**Vital Record. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. INCLUDES QUARANTINE AND PROTECTIVE ORDERS. WHEN THE RECORD IS CONVERTED TO MICROFORM THE PAPER VERSION MAY BE DESTROYED. (Health and Safety Code Title 4, §241.103)**

#### 1657  PHYSICIAN DELINQUENT CHART LISTING  3  3  

**Vital Record.**

#### 1681  SURVEILLANCE RECORDS  5  5  

**INCLUDES TUBERCULOSIS SURVEILLANCE CARDS**

#### 1707  LIBRARY CARD CATALOG (PATIENTS) (INCLUDES HEALTH SCIENCE LIBRARY)  US  US  

**SUBJECT, TITLE, AUTHOR, AND SHELF LIST CARDS 3" X 5" CARDS**

#### 1708  WITHDRAWN BOOKS (PATIENTS)  3  3  

**MAIN ENTRY OR BOOK CARD OF WITHDRAWN BOOKS, 3" X 5" CARDS**

#### 1710  INTERLIBRARY LOANS  AC+3  AC+3  

**3" X 5" CARDS. AC=DATE WHEN LOAN WAS COMPLETED.**

#### 1712  WITHDRAWN BOOKS/JOURNALS (HEALTH SCIENCE LIBRARY)  AC+3  AC+3  

**AC=DATE OF WITHDRAWAL**

#### 1724  PRESCRIPTION FILES  3  3  

**Vital Record. 4" X 6" & 3" X 8" CARDS**

#### 1728  NURSING STATION INSPECTION MANUAL & RECORD  2  2  

#### 1729  DRUG USAGE REPORT  2  2  

---

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PM - Permanent  

**ARCHIVAL CODES (Field 8)**  
R - Review by State Archivist  
E - Exempt from Sending  

**VITAL Record (Include in Field 9)**  
A - Transfer to State Archivist
# Records Retention Schedule

**State of Texas**

**Records Retention Schedule**

---

**Agency Code:** 537  
**Agency:** Texas Department of State Health Services

## 2. Records Series Title

<table>
<thead>
<tr>
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<th>Archival</th>
<th>Remarks</th>
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<td>1730</td>
<td>NURSING ADMINISTRATION RECORDS</td>
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<td>Vital Record.</td>
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<td>1732</td>
<td>PREPACKAGING MANUAL &amp; RECORD</td>
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<td>3</td>
<td>Vital Record.</td>
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<td>1742</td>
<td>CULTURE CONFIRMATION BY TEXAS DEPARTMENT OF HEALTH</td>
<td>3</td>
<td>3</td>
<td>5&quot; X 3&quot; FORM, STATISTICAL &amp; HISTORICAL INFORMATION AVAILABLE FROM TDH/DSHS.</td>
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<td>1745</td>
<td>REQUEST FORMS-MYCOLOGY (INPATIENT, OUTPATIENT, &amp; REGION)</td>
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<td>6 MO</td>
<td>Vital Record. TRANSCRIBED TO PATIENT MEDICAL RECORD &amp; SPECIMEN LOG WORK SHEET</td>
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<td>1746</td>
<td>MYCOLOGY SPECIMEN RESULTS</td>
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<td>AC=DATE OF REPORT CONCERNING SPECIMENS. CONTAINS PATIENT IDENTIFICATION</td>
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<td>QUALITY CONTROL RECORDS</td>
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<tr>
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<td>BOUND VOLUMES</td>
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<td>1765</td>
<td>QUALITY CONTROL RECORDS (CHEMISTRY)</td>
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<td>1774</td>
<td>BLOOD SMEARS</td>
<td>1 WK</td>
<td>1 WK</td>
<td>TRANSFERRED TO COULTER PRINTER CARDS BLOOD SMEARS TAKEN ON 1&quot; X 3&quot; SLIDES</td>
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<td>1777</td>
<td>BLOOD BANK RECEIPT/ISSUE LOGS</td>
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<td>Vital Record. REFERENCE OF PATIENT BLOOD TYPE, CROSSMATCH INFORMATION</td>
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<td>BLOOD BANK PATIENT CARD FILE</td>
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<td>Vital Record. 5&quot; X 7&quot; CARDS, BLOOD TYPE, CROSSMATCH, AND ANTI-BODYSCREEN DATA</td>
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**RETENTION CODES (Field 7)**

- **AC** - After Closed, Terminated, Completed, Expired, Settled
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- **PM** - Permanent
- **US** - Until Superseded
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- **DA** - Days

**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

---

**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

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

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

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<td>673 - TEXAS CENTER FOR INFECTIOUS DISEASE</td>
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<td>REFERENCE OF PATIENTS NAMES, LOCATION AND TESTS PERFORMED</td>
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<td>BOUND VOLUMES - RECORD OF TEST CONTROLS</td>
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<td>1791 SURGICAL ACCESSIONS BOOKS</td>
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<td>IN ACCORD WITH HOSPITAL LICENSING STANDARDS ADOPTED BY TEXAS BOARD OF HEALTH JULY 20, 1985</td>
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<td>1801 CYTOLOGY CROSS INDEX CARD FILE</td>
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ARCHIVAL CODES (Field 8)  
R - Review by State Archivist  
E - Exempt from sending  
A - Transfer to State Archivist  
VITAL Record (Include in Field 9)
### Records Retention Schedule

**State of Texas**  
Records Retention Schedule  

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**Agency:** Texas Department of State Health Services  
**Records Series Title:**  

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<td>TEXAS CENTER FOR INFECTIOUS DISEASE</td>
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- A - Transfer to State Archivist  
- R - Review by State Archivist  
- E - Exempt from sending  

VITAL Record (Include in Field 9):  
- Vital Record. INCLUDES BRONCHOSCOPIES/ BRONCHOGRAMS; INTENSIVE CARE; RECOVERY ROOM; ANESTHESIA REGISTERS

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**Updates:**  
- Recertified: 5/23/2012  
- Amendment Approved: 2/19/2014  
- Automated Facsimile of SLR-105  
- Agency Code: 537  
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673 - TEXAS CENTER FOR INFECTIOUS DISEASE

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<th>Archival</th>
<th>Remarks</th>
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<tr>
<td>5158</td>
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<td>537</td>
<td>Texas Department of State Health Services</td>
<td>MEMORANDUM OF TRANSFER (MOT)</td>
<td>5</td>
<td>5</td>
<td>A COPY OF EACH MEMORANDUM OF TRANSFER WILL BE RETAINED BY BOTH THE TRANSFERRING AND RECEIVING HOSPITALS AND FILED SEPARATELY FROM THE PATIENT’S MEDICAL RECORD IN A MANNER THAT WILL FACILITATE ITS INSPECTION BY DHS. THE MEMORANDUM WILL BE RETAINED FOR 5 YEARS FROM THE DATE OF TRANSFER (TITLE 25 PART 1 CHAPTER 133 SUBCHAPTER C RULE 133.44)</td>
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<tr>
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<td>NURSING COUNTS OF CONTROLLED SUBSTANCE</td>
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<td>BLUE CROSS BLUE SHIELD STATUS REPORT</td>
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**RETRENTION CODES (Field 7)**
- AC - After Closed, Terminated, Completed, Expired, Settled
- AV - As Long As Administratively Valuable
- US - Until Superseded
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- DA - Days

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

**VITAL Record (Include in Field 9)**
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**RetentionPolicy Codes (Field 7)**
- AC - After Closed, Terminated, Completed, Expired, Settled
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**Archival Codes (Field 8)**
- A - Transfer to State Archivist
- R - Review by State Archivist
- E - Exempt from sending

**VITAL Record (Include in Field 9)**
- VITAL - VITAL Record
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<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>
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<td>BIENNIAL BUDGET REQUESTS</td>
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<td>AC+6 A</td>
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<td>AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.</td>
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<td>AC=FINAL DISPOSITION OF THE COMPLAINT</td>
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<td>5201</td>
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<td>COMPLAINTS RELATED TO PRIVACY (HIPAA)</td>
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<td>45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT</td>
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<td>VITAL Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
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<td>CORRESPONDENCE, ADMINISTRATIVE (FISCAL &amp; VOLUNTEER SERVICES) 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>
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**RETENTION CODES (Field 7)**
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**ARCHIVAL CODES (Field 8)**
- A: Transfer to State Archivist
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- E: Exempt from sending
<table>
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<td>1.1.013</td>
<td>ITINERARY INFORMATION</td>
<td>CE+1</td>
<td>CE+1</td>
<td>R ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
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<td>LEGAL OPINIONS</td>
<td>AV</td>
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<td>PUBLIC INFORMATION REQUESTS - NOT EXEMPTED</td>
<td>AC</td>
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<td>AC+1 AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)</td>
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<td>1.1.021</td>
<td>PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)</td>
<td>AC</td>
<td>2</td>
<td>AC+2 AC=DATE OF DENIAL OF REQUEST</td>
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<td>1.1.038</td>
<td>CUSTOMER SURVEYS</td>
<td>AC</td>
<td>AC</td>
<td>AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.</td>
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<td>1.1.040</td>
<td>SPEECHES</td>
<td>AC</td>
<td>AC</td>
<td>R AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.</td>
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<td>TRAINING MANUALS</td>
<td>US+1</td>
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## Records Retention Schedule

### State of Texas

### Automated Facsimile of SLR-105

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

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

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### 673 - TEXAS CENTER FOR INFECTIOUS DISEASE

#### 1.1.048  961  LITIGATION FILES
- **AC+1**  
- **AC+1**  
- **R**  
- **RETENTION CODES (Field 7):** AC = After Closed, Terminated, Completed, Expired, Settled  
- **ARCHIVAL CODES (Field 8):** R = Review by State Archivist  
- **VITAL Record (Include in Field 9):** E = Exempt from sending

AC = AS APPLICABLE: DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION OR ON MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT IN A LAWSUIT.

#### 1.1.057  719  TRANSITORY INFORMATION
- **AC**  
- **AC**  
- **VITAL Code:** 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  366  MEETING MINUTES (BOARD MEETINGS); MEETINGS OF HAZMAT COMMITTEE, SAFETY COMMITTEE
- **PM**  
- **PM**  
- **A**  

#### 1.1.058  1691  THERAPEUTIC AGENCY BOARD & INFECTION CONTROL COMMITTEE MEETING MINUTES
- **PM**  
- **PM**  
- **A**  

#### 1.1.063  356  COMMITTEE MINUTES (STAFF MEETINGS)
- **1**  
- **1**  

#### 1.1.064  3150  PERFORMANCE MEASURES SUPPORTING DOCUMENTATION
- **FE+3**  
- **FE+3**  

**VITAL Code:** 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  475  RAW DATA, REPORTS & STUDIES
- **AV**  
- **AV**  

#### 1.1.067  470  REPORTS & STUDIES (NON-FISCAL)
- **3**  
- **3**  
- **R**  

**RETENTION CODES (Field 7):**  
**ARCHIVAL CODES (Field 8):**  
**VITAL Record (Include in Field 9):**
### Records Retention Schedule

**Agency:** Texas Department of State Health Services  
**Recertified:** 5/23/2012  
**Amendment Approved:** 2/19/2014  
**Updated (with or without amendment):** 10/4/2017  

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<td>PERFORMANCE MEASURES REPORT</td>
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<td>AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS</td>
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<td>R Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.</td>
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<td>RULES, POLICIES AND PROCEDURES-WORKING FILES</td>
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<td>DESTRUCTION SIGN-OFFS</td>
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<td>CONVENIENCE COPY. RECORD COPY SHOULD BE FORWARDED TO RECORDS MANAGEMENT OFFICE AT CENTRAL OFFICE, AUSTIN.</td>
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<td>REQUEST TO DISPOSE OF STATE RECORDS</td>
<td>FE+3</td>
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E - Exempt from sending  

**State of Texas:**  
**Records Retention Schedule**  
**Page 12**
673 - TEXAS CENTER FOR INFECTIOUS DISEASE

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<td>SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS</td>
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**Notes:**
- Vital Record. DOES NOT INCLUDE COMMERCIALLY AVAILABLE SOFTWARE PROGRAMS. THIS RECORD SERIES ONLY APPLIES IF QUICKEN WAS ALTERED TO MEET HOSPITAL REQUIREMENTS. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94
- Vital Record.
- 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
- Vital Record. PAPER, ELECTRONIC
- AC=TERMINATION OF EMPLOYMENT
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<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. 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.</td>
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<td>3.1.001</td>
<td>APPLICATIONS &amp; RESUMES OF PEOPLE NOT HIRED</td>
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<td>29 CFR 1602.31 CONTAINS CONFIDENTIAL INFORMATION. CAPPS assumed this functionality in May 2005.</td>
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<td>3.1.012</td>
<td>EMPLOYMENT ADVERTISEMENTS TO INCLUDE JOB OPENINGS, PROMOTIONS, TRAINING PROGRAMS, OR OPPORTUNITY FOR OVERTIME</td>
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<td>29 CFR 1602.31 (STATE AGENCIES)</td>
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<td>EMPLOYMENT SELECTION RECORDS (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)</td>
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<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>
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<tr>
<td>3.1.014</td>
<td>PRE-EMPLOYMENT PHYSICAL EXAMS</td>
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<td>Vital Record. 29 CFR 1602.31 (STATE AGENCIES)</td>
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### 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

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<td>TEXAS CENTER FOR INFECTIOUS DISEASE</td>
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#### 3.1.019  502  PEFORMANCE 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  506  POSITION/JOB DESCRIPTION  
AC  4  AC+4  Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.

#### 3.1.026  520  SECURITY CLEARANCES/CRIMINAL HISTORY CHECKS  
AC  AC  AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED. CAPPS ASSUMED THIS FUNCTIONALITY IN MAY 2005.

#### 3.1.027  5552  TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL)  
AC+5  AC+5  AC=TERMINATION OF EMPLOYMENT. INCLUDES COMPETENCY. (SEE #7194 FOR HIPAA TRAINING)

#### 3.1.027  7194  HIPAA TRAINING RECORDS  
AC  AC  AC=5 YEARS PAST THE TERMINATION OF EMPLOYEE OR 6 YEARS PAST THE TRAINING; WHICHEVER IS LONGER. RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2)

#### 3.1.035  962  PERFORMANCE BONDS  
AC+4  AC+4  Vital Record. AC=EXPIRATION OR TERMINATION OF THE BOND ACCORDING TO ITS TERMS.

#### 3.2.001  403  EMPLOYEE DEDUCTION AUTHORIZATION  
AC+1  4  AC+5  Vital Record. AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER. (Kept with Employee Personnel file, #5864)

---

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

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

**VITAL Record (Include in Field 9)**  
AV - As Long As Administratively Valuable  
US - Until Superseded
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<tr>
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<th>Archival</th>
<th>Remarks</th>
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<td>FEDERAL TAX RECORDS (INCLUDES 1099, W-2, FICA AND OTHER TAX RECORDS)</td>
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<td>TRAINING SUPPORT DOCUMENTATION</td>
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<td>AFFIRMATIVE ACTION PLANS</td>
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<td>3.3.010</td>
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<td>LABOR STATISTICS REPORT REPORTS PROVIDE STATISTICAL INFORMATION ON LABOR FORCE</td>
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<tr>
<td>3.3.011</td>
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<td>FORMER EMPLOYEE VERIFICATION RECORDS - PERSONNEL FILES (EMPLOYMENT HISTORY FILE) (NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS, AND PUBLIC ACCESS OPTION FORM)</td>
<td>AC</td>
<td>75 AC+75</td>
<td>Vital Record. MINIMUM INFORMATION NEEDED TO VERIFY EMPLOYMENT</td>
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</table>

**RetentionPolicy Codes (Field 7)**
- **AC**: After Closed, Terminated, Completed, Expired, Settled
- **CE**: Calendar Year End
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- **US**: Until Superseded
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**Archival Codes (Field 8)**
- **A**: Transfer to 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*
<table>
<thead>
<tr>
<th>Item #</th>
<th>Agency Code</th>
<th>Agency</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
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<td>3.3.015</td>
<td>528</td>
<td>537</td>
<td>Texas Department of State Health Services</td>
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<td>CONVENIENCE COPY</td>
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<td>3.3.020</td>
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<td>537</td>
<td>Work Schedules (OD Roster) (Duty Rosters, Task Assignments)</td>
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<td>3.3.023</td>
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<td>Request for Tuition Assistance</td>
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<td>3.3.026</td>
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<td>Employee Listings Identifies Employee by SS#, Name, or Position</td>
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<td>3.3.026</td>
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<td>537</td>
<td>Employees Hired During Month Identifies All Positions Filled</td>
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<tr>
<td>3.3.026</td>
<td>526</td>
<td>537</td>
<td>Position Staff Report Provides Detail Account of All Positions Within the Organizational Structure of the Agency</td>
<td>US+3</td>
<td>US+3</td>
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<tr>
<td>3.3.026</td>
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<td>537</td>
<td>Summary Staffing Report (Info for Monitoring Staffing Patterns in Organizational Entities)</td>
<td>US+3</td>
<td>US+3</td>
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<td>3.3.026</td>
<td>532</td>
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<td>Vacancy Report Provides a Centralized Listing of All Vacant Positions in Each Agency</td>
<td>US+3</td>
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<td>3.3.030</td>
<td>1571</td>
<td>537</td>
<td>Safety Training (Non-Hazardous)</td>
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<td>US+2</td>
<td>(MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPS. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS).</td>
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<td>3.3.031</td>
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<td>EEO Reports and Support Documentation</td>
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<td>29 CFR 1602.32</td>
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<tr>
<td>3.4.002</td>
<td>LEAVE STATUS REPORT CUMULATIVE REPORT IS ISSUED EACH PAY CYCLE &amp; PROVIDES EMPLOYEES LEAVE STATUS INFORMATION FOR EACH POSITION.</td>
<td>FE</td>
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<td>Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.</td>
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<td>3.4.003</td>
<td>LESS THAN FULL-TIME WORKED</td>
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<td>TIME OFF AND/OR SICK LEAVE REQUESTS (PERSONNEL)</td>
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<td>DRUG INVOICES</td>
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<td>INTERAGENCY BILLINGS</td>
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<td>HOSPITAL IS REQUIRED TO KEEP THESE RECORDS FOR FIVE YEARS</td>
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<td>4.1.003</td>
<td>CANCELLED CHECKS</td>
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<td>CASH RECEIPTS (&amp; MAIL OPENING LISTS)</td>
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<td>CASH RECEIPTS (FOOD SERVICE)</td>
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<td>JOURNAL VOUCHERS</td>
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**RECORDS (Field 4)**
- **Agency Code**: 537
- **Agency**: Texas Department of State Health Services

**SERIES ITEMS (Field 5) & **
- **Series Item #**: 534
- **Series Item #:**: 537

**RECORDS SERIES TITLE (Field 6)**

**RECORDS RETENTION SCHEDULE (Field 7)**

**RECORDS RETENTION SCHEDULE (Field 8)**

**REMARKS (Field 9)**
- **9. Remarks**: HOSPITAL IS REQUIRED TO KEEP THESE RECORDS FOR FIVE YEARS

**ARCHIVAL CODES (Field 8)**
- **A - Transfer to State Archivist**
- **R - Review by State Archivist**
- **E - Exempt from sending**
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<td>431 PERSONNEL SERVICES SCHEDULE (WORKPAPERS, WORKSHEETS FOR PREPARING FISCAL REPORTS, DEPRECIATION LISTING, SS RECOMPUTATIONS)</td>
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<td>FE+3</td>
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<td>433 OPERATING BUDGET WORKPAPERS</td>
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**Records Retention Schedule**

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

**Series Item #**

**Agency Code:** 537

**Storage**

- FE - Fiscal Year End
- AC - After Closed, Terminated, Completed, Expired, Settled
- PM - Permanent
- LA - Life of Asset
- CE - Calendar Year End
- DA - Days
- FE+1
- FE+2
- FE+3
- FE+5
- AC+5
- MO - Months
- CE+1
- CE+2
- CE+3
- CE+5
- AC+1
- AC+2
- AC+3
- AC+5

**Retention Period**

- ___ ORIGINAL SUBMISSION
- ___ RECIERTIFICATION
- ___ REPLACEMENT PAGE
- ___ ADDENDUM PAGE

**Archival**

- R - Review by State Archivist
- E - Exempt from sending

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

**Remarks**

- Vital Record.
### State of Texas

**Records Retention Schedule**

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

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<td>4.5.002</td>
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<td>INTERNAL MANAGEMENT REPORT &amp; DEPARTMENT BUDGET REPORTS</td>
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<td>MONTHLY REPORTS (CHARGES &amp; COLLECTIONS)</td>
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<td>3131</td>
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<td>HOSPITAL IS REQUIRED TO RETAIN FOR FIVE YEARS</td>
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<td>4.5.003</td>
<td>370</td>
<td>ANNUAL REPORTS - THOSE NOT REQUIRED BY MEDICARE</td>
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### State of Texas
#### Records Retention Schedule

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<td>OPERATIONAL PERMITS, LICENSES, AND CERTIFICATIONS</td>
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**Records Retention Schedule**

- **673 - TEXAS CENTER FOR INFECTIOUS DISEASE**

**Retention Codes (Field 7)**
- AC: After Closed, Terminated, Completed, Expired, Settled
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**Archival Codes (Field 8)**
- A: Transfer to State Archivist
- R: Review by State Archivist
- E: Exempt from sending

**Remarks**
- 4.7.004: Vital Record.
- 4.7.008: Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).
- 4.7.011: Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.
- 5.1.001: Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.
- 5.1.010: Vital Record. AC=EXPIRATION DATE OF LICENSE OR PERMIT.
- 5.1.013: Vital Record. AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.
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<td>AUTOCLAVE CHARTS</td>
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<td>CERTIFICATION OF DESTRUCTION OF PROPERTY</td>
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<td>INVENTORY REMOVAL NOTICE</td>
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**RETENTION CODES (Field 7)**
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**ARCHIVAL CODES (Field 8)**
- R - Review by State Archivist
- A - Transfer to State Archivist
- E - Exempt from sending

**VITAL Record (Include in Field 9)**
- R - Vital Record
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<td>INCLUDES STOCK ISSUES-ORIGINAL ORDER.</td>
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<td>Vital Record. COMPUTER PRINT OUT AND PAPER</td>
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<td>PURCHASE ORDERS/BID DOCUMENTATION</td>
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**RETENTION CODES (Field 7)**
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**VITAL Record (Include in Field 9)**
### 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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<td>Vital Record. 29 CFR 1904.6 RECORD COPY MAINTAINED BY INDUSTRIAL ACCIDENT BOARD. MAY CONTAIN SOME CONFIDENTIAL INFORMATION</td>
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<td>Vital Record. HEALTH &amp; SAFETY CODE 502.005(d) REQUIRES THIS LIST FOR AMOUNTS OF CHEMICALS OVER 55 GALLONS, 500 POUNDS OR IN EXCESS OF CERTAIN AMOUNTS FOR CERTAIN HIGHLY TOXIC OR DANGEROUSLY HAZARDOUS CHEMICALS.</td>
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### Records Retention Schedule

**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**

**Agency Code: 537**

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

**Series Item #**  **Item #**  **Records Series Title**  **Retention Period**  **Archival**  **Remarks**

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