

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			

896 - OFFICE OF TITLE V AND FAMILY HEALTH (INCLUDES FAMILY HEALTH RESEARCH & PROG DEV)

3737	TITLE V CLIENT ELIGIBILITY FILES	AC+1	4	AC+5	Vital Record. AC=END OF ELIGIBILITY PERIOD. RECORD COPY STORED IN IBIS. PAPER/CONVENIENCE COPIES KEPT NO LONGER THAN 90 DAYS AFTER IMAGING.
4215	CHW & TRAINING CURRICULUM	US+1		US+1	
4311	TITLE V CLIENT INDEX AND SUPPORTING DOCUMENTATION	AC+10		AC+10	Vital Record. AC=END OF ELIGIBILITY PERIOD. INCLUDES CLIENT METADATA IN IBIS AND ANY SUPPORTING DOCUMENTATION NOT SUPERSEDED WITH PROGRAM RENEWALS.
5233	CHW & INSTRUCTOR TRAINING PROGRAM ROSTERS	AC+3		AC+3	AC=DATE OF TRAINING
6117	CHW & INSTRUCTOR TRAINING CERTIFICATES	AC		AC	AC=DATE ON WHICH APPLICATION IS APPROVED OR NOT APPROVED. Copies of certificates are routinely submitted as part of the renewal application.
6413	CHW EXPIRED CERTIFICATION FILES	AC+1		AC+1	AC=DATE OF NOTIFICATION THAT CERTIFICATION HAS EXPIRED
6416	CHW INCOMPLETE/NOT APPROVED APPLICATIONS	AC+1		AC+1	AC=DATE OF NOTIFICATION THAT APPLICATION IS INCOMPLETE OR NOT APPROVED.
6419	CHW ELECTRONIC CERTIFICATION FILES	AC+2		AC+2	AC=DATE OF NOTIFICATION THAT CERTIFICATION HAS EXPIRED.
6420	CHW ELECTRONIC NOT APPROVED CERTIFICATION FILES	AC+2		AC+2	AC=DATE OF NOTIFICATION THAT APPLICATION IS INCOMPLETE OR NOT APPROVED
6421	CHW ELECTRONIC COPIES OF CERTIFICATES AND IDENTIFICATION CARDS	AC+1		AC+1	AC=DATE OF CERTIFICATION EXPIRATION.

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	6862	SB 30 JUDICIAL BYPASS DATA	2	18	20		Vital Record	09-537-552
1.1	3086	MATERNAL MORTALITY & MORBIDITY TASK FORCE MEETING NOTES AND AGENDAS	AC+3		AC+3	R	AC=DATE OF MEETING.	
1.1	6854	PHC/TITLE V POP/TITLE V FEE PROJECT FILES	FE+2	3	FE+5			
1.1.007	3436	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	3437	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
1.1.010	3443	DIRECTIVES - ROUTINE ISSUANCES REGARDING GENERAL ADMINISTRATIVE AND OFFICE PROCEDURES	US+1		US+1			
1.1.011	3444	EXECUTIVE ORDERS - RECORDS WHICH DOCUMENT SIGNIFICANT CHANGES OR NEW AGENCY POLICIES, PROGRAMS, AND/OR PROCEDURES	US+3		US+3	A	Vital Record.	
1.1.013	6837	CALENDARS, APPOINTMENT & ITINERARY RECORDS	CE+1		CE+1	R	INCLUDES OUTLOOK CALENDAR. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	

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1.1.020	6838	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED (OPEN RECORDS REQUEST-FILLED)	AC+1	AC+1			AC=DATE REQUEST FILLED	
1.1.021	6839	PUBLIC INFORMATION REQUESTS - EXEMPTED (OPEN RECORDS REQUESTS-DENIED)	AC+2	AC+2			AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.	
1.1.023	3445	ORGANIZATION CHARTS	US	US		A		
1.1.024	3446	PLANNING RECORDS	AC+3	AC+3		R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.026	6840	TEXAS REGISTER SUBMISSIONS	AC+1	AC+1			AC=DATE OF PUBLICATION IN TEXAS REGISTER	
1.1.027	6841	PROPOSED LEGISLATION	AV	AV				
1.1.038	3447	CUSTOMER SURVEYS	AC	AC			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.	
1.1.040	3448	REPORTS, PAPERS & SPEECHES - CONFERENCES	AC	AC		R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	
1.1.043	6842	TRAINING MATERIALS	US+1	US+1			(Instruction materials developed by an agency for training entities or individuals it regulates or serves. Not internal training materials.)	

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1.1.057	5266	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	6414	ADVISORY COMMITTEE MEETING MINUTES AND AGENDAS	PM	PM		A	SEND A COPY TO THE STATE ARCHIVIST WHEN MINUTES APPROVED.
1.1.060	6415	ADVISORY COMMITTEE MEETING AUDIO TAPES (AUDIO FILES)	AC+90DA	AC+90DA			AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF THE AGENCY.
1.1.063	3449	MEETING MINUTES/NOTES - STAFF MEETINGS	1	1			
1.1.065	3453	REPORTS & STUDIES - RAW DATA (NON-FISCAL)	AV	AV			
1.1.066	6843	REPORTS - BIENNIAL OR ANNUAL	AC+6	AC+6		A	AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. INCLUDES CHILD FATALITY REVIEW ANNUAL REPORT.
1.1.067	3088	REPORTS AND STUDIES (NON-FISCAL)	3	3		R	INCLUDES REPORTS AND CONFIDENTIAL INFORMATION RELATED TO MATERNAL MORTALITY AND MORBIDITY TASK FORCE. INCLUDES LEGISLATIVE REPORTS, DE-IDENTIFIED CASE ABSTRACTIONS, AND THE RECORDS WITH CONFIDENTIAL INFORMATION FROM WHICH CASE ABSTRACTIONS WILL BE DONE.
1.1.067	6844	REPORTS AND STUDIES (NON-FISCAL)	3	3		A	INCLUDES TITLE V APPLICATION & REPORT.
1.1.067	6845	REPORTS AND STUDIES (NON-FISCAL)	3	3		E	INCLUDES SB 30 (JUDICIAL BY-PASS REPORT) (CONFIDENTIAL INFORMATION)

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1.1.070	6846	AGENCY RULES - FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF THE RULE (THIS MEANS THE DATE WHEN THE RULE IS OBSOLETE NOT SUPERSEDED.)
1.1.071	6847	AGENCY RULES - WORKING FILES	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF THE RULE (THIS MEANS THE DATE WHEN THE RULE IS OBSOLETE NOT SUPERSEDED.)
1.2.003	6848	FORMS HISTORY FILE	AC+1	AC+1		AC=DISCONTINUANCE OF USE OF THE FORM
1.3.001	6849	STATE PUBLICATIONS	AC+2	AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE
1.3.002	6850	PUBLICATION DEVELOPMENT FILES	AV	AV	R	
2.2.016	6971	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		Vital Record.
3.1	6756	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.
3.1.006	6851	EMPLOYEE COUNSELING RECORDS	AC+3	AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.

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3.1.014	3464	EMPLOYMENT SELECTIONS - INCLUDING INTERVIEW NOTES AND 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	3468	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.
3.3	2953	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2		AC=COMPLETION OF CLASS.
3.3.020	6853	WORK SCHEDULES/ASSIGNMENTS	1	1		
3.3.023	3487	TUITION ASSISTANCE & TRAVEL REQUESTS	FE+3	FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.3.025	6855	JOB PROCEDURE RECORDS	US+3	US+3		
3.3.030	6856	TRAINING ADMINISTRATION RECORDS	US+2	US+2		(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).
3.4.007	6858	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+5	FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.

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4.2	7261	USAS VOUCHERS AND SUPPORTING DOCUMENTS	FE+5	FE+5	AUTOPSY SUPPORTING DOCUMENTATION FOR REIMBURSEMENT PAYMENTS, NO FEDERAL OR GRANT FUNDS. RECORD COPY OF VOUCHER FOUND IN ACCOUNTING, CLAIMS PROCESSING.
4.7.008	6859	FEDERAL GRANT RECORDS	AC+3	AC+3	Vital Record. INCLUDES TITLE V BLOCK. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).
5.1	4048	CONTRACT MONITORING RECORDS	AC+7	AC+7	Vital Record. AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS.
5.1.001	6860	CONTRACTS	AC+7	AC+7	Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.1.004	3488	ADDRESS & TELEPHONE LISTING	US	US	
5.1.007	6861	REQUISITIONS FOR IN-AGENCY/INTER-AGENCY COPY/PRINTING SERVICE	AV	AV	

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