

February 19, 2020



Jenny Alexander
Records Management Officer
Department of State Health Services
4900 North Lamar Blvd. Ste. 3100
Austin, TX 78751

Dear Ms. Alexander,

Amendment 1 to your agency's 4th recertification of the records retention schedule is approved for use as of 2/6/2020, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

Lorenzo de Zavala
State Archives and
Library Building

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state rules (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

1201 Brazos Street
Austin, Texas
78701

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

P.O. Box 12927
Austin, Texas
78711-2927

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency:

www.tsl.texas.gov

Commission Chair
Martha Wong

Erica Siegrist
(512) 463-6623
esiegrist@tsl.texas.gov

Members
David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

Sincerely,

A handwritten signature in black ink, appearing to read "CK", written over a white background.

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

cc: Agency head

Assistant State Librarian
Gloria Meraz

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 537
Agency Name Department of State Health Services

(Check one)

- Initial Certification - Form SLR 105
Recertification - Form SLR 105
Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
Records Management Officer

Signature Jenny Alexander
Name (Print or type) Jenny Alexander
Date 01/29/2020

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
Signature
Name (Print or type)
Date
Not Required at This Time

Texas State Library and Archives Commission
Signature Gloria Murray
Name (Print or type) Gloria Murray
Date 2/6/2020

Cert/Recert No. 4 Amendment No. 1



STATE OF TEXAS
Records Retention Schedule

SLR 122
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services											
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations	13. N, C, O	14. Current AIN
					Years	Months	Days						
11327		Title V Client Eligibility Files		AC	5			AC=End of eligibility period		Vital Record. Record copy stored in IBIS. Paper/convenience copies kept no longer than 90 days after imaging.		C	3737
11328		CHW and Training Curriculum		US	1							C	4215
11329		Title V Client Index and Supporting Documentation	Includes client metadata in IBIS and any supporting documentation not superseded with program renewals.	AC	10			AC=End of eligibility period		Vital Record.		C	4311
11330		CHW and Instructor Training Program Rosters		AC	3			AC=Date of Training				C	5233
11331		CHW and Instructor Training Certificates		AC				AC=Date on which application is approved or not approved		Copies of certificates are routinely submitted as part of the renewal application.		C	6117
11332		CHW Expired Certification Files		AC	1			AC=Date of notification that certification has expired				C	6413
11333		CHW and Instructor Incomplete or Not Approved Applications		AC	1			AC=Date of notification that application is incomplete or not approved				C	6416



STATE OF TEXAS
Records Retention Schedule

SLR 122
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services											
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations	13. N, C, O	14. Current AIN
					Years	Months	Days						
11334		CHW Electronic Certification Files		AC	2			AC=Date of notification that certification has expired				C	6419
11335		CHW Electronic Not Approved Certification Files		AC	2			AC=Date on which application is approved or not approved				C	6420
11336		CHW Electronic Copies of Certificates and Identification Cards		AC	1			AC=Date of certification examination				C	6421

November 25, 2019



Jenny Alexander
Records Management Officer
Department of State Health Services
4900 North Lamar Blvd.
Brown-Heatly Building, Ste. 3100
Austin, TX 78751

Dear Ms. Alexander,

Your agency's records retention schedule is approved for use as of **11/6/2019**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members

David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Darryl Tocker
Martha Wong

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **November 2024**.

During a certification period, changes may need to be made to your schedule. State rules (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency:

Erica Siegrist
esiegrist@tsl.texas.gov
(512) 463-6623

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Kelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122
 must accompany all
 submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 537
 Agency Name Department of State Health Services

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature
 Name (Print or type) Jenny Singer
 Date May 31st, 2018

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature _____
 Name (Print or type) _____
 Date _____

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature
 Name (Print or type) Gloria Mera
 Date 11/6/19

Cert/Recert No. 4 Amendment No. _____

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
9979	1.1	Injury Studies And Presentations		AV						Retain paper no longer than 3 years. Electronic no longer than 5 years.	
9980	1.1.008	Injury Data Requests	Includes some e-mail		2						
9981	1.1.065	Birth Defect Registry Database		AV						Vital Record.	
9982		Cancer Cluster Investigations			4						
9983	1.1.065	Environmental Epidemiology Completed Questionnaires From Investigations		AV						Retain paper no longer than 3 years and electronic files no longer than 5 years after report is completed or purpose of the records is fulfilled.	
9984	1.1.065	Epidemiology Anencephaly Registry (1981-Current)		AV							
9985		General Surveillance - Environmental Epidemiology		AV							
9986	1.1.065	Injury Surveillance (Intentional And Unintentional): Submersion, Spinal Cord, Traumatic Brain, Trauma Registry Paper Reporting Forms		AV						After data from the paper form is entered into a database, then the paper forms can be destroyed.	
9987	1.1	Lake Livingston Questionnaire		AV							
9988		Occupational Disease Surveillance (Asbestos Silicosis)		AV							ART. 99.1, TITLE 25, TAC
9989	1.1.065	Occupational Disease Surveillance (Lead)		AV							ART. 99.1, TITLE 25, TAC
9990	1.1.065	Occupational Disease Surveillance (Pesticide Poisoning)		AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
9991		Child Passenger Safety Checklists			5						
9992		Applications for Safety Seat Education Program	Annual renewals do not supersede the application.	US	5						
9993		Child Passenger Safety Distribution Program Database	Includes information from applications for safety seat education program and recipient lists.	AV							
9994		Child Passenger Safety Technician Exams			5						
9996		Maternal Mortality and Morbidity Task Force Meeting Notes and Agendas (Open Portion of Meeting)		AC	3			AC=Date of meeting.	A	Agency keeps record copy and sends a copy to the state archives.	
9997	1.1	PHC/Title V POP/Title V Fee Project Files		FE	5						
9998	5.1.001	Service Delivery Integration Contractor Manual (8/31/2015 and prior)		AC	4			AC = Expiration or termination of the instrument according to its terms.			Government Code Ch. 441.1855
9999	5.1.001	Service Delivery Integration Contractor Manual (9/01/2015 and later)		AC	7			AC = Expiration or termination of the instrument according to its terms.			Government Code Ch. 441.1855
10000	1.1	Service Delivery Integration SIEBRS Project Files			7					Vital Record.	
10001		Acknowledgement of Paternity		PM						Vital Record.	TAC 55.404; HSC 192.012
10002		Administrative Records - Official Files on Adoptions	Evidence used to make changes to adoptions records.	PM						Vital Record. Known as "sealed files". Kept on site permanently.	
10003		Administrative Records - Official Files On Legal Changes of Name		PM						Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10004		Administrative Records - Official Files On Legitimations	Includes original birth certificate, supporting documentation for any changes made and court order requests and/or changes. May also include court order name changes and/or sex changes that result in refiled certificates.	PM						Vital Record. Kept onsite for 6 months, then sent to SRC for permanent storage.	HSC 192.005-6; HSC 192.012
10005		Adoption Case Records (Closed Agencies)	Records transferred to VSU custody after a Child Placing Agency licensed by the State of Texas permanently closes. Records can include details of adoption placement, medical and social histories, case notes and other adoption-related records.	PM						Includes microfilm, microfiche and paper records; microfilm master is stored at the state records center. Paper records stored at DSHS warehouse.	
10006		Adoption Records (Texas Family Code)		PM						Historical use only. Microfilmed supporting documents used to file adoptions. Obsolete - use AIN 10005.	
10007		Affidavit of Non-Receipt	Notarized affidavit submitted by customer as evidence that they did not receive requested certified record copy.	FE	3						
10008		Application for Marriage License		PM						Vital Record. Record may include affidavit of absent applicant where applicable or a declaration of informal marriage. Includes Microfilm; used for historical research; Paper is microfilmed and then destroyed, Microfilm is retained permanently.	TAC 181.25, HSC 194.0011
10009		Birth and Death Certificate Amendment Applications		PM						Vital Record. Amendment applications are digitized, paperwork kept FE+3 (with the processor paperwork), TIFF image is kept permanently.	HSC 192.011
10010	1.1.065	Birth, Death, Fetal Death, Marriage, and Divorce Edits		AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10011		Cancellation Files for Birth, Death, and Fetal Death Certificates	Removal slip and imaged supporting documentation only.	PM						Vital Record.	
10012		Certificates of Birth (Includes Amendments Or Changes)		PM						Vital Record. Used for historical research. Microfilm and paper kept permanently.	HSC 192.003
10013		Certificates of Death (Includes Changes)		PM						Vital Record. Used in historical research. Microfilm and paper kept permanently.	TAC 181.14; TAC 181.30; HSC 193.001-4
10014		County Meeting Data		FE	2						
10015		Delayed Births	Birth certificates which were filed later than at the time of birth, includes probate and "new delayed".	PM						Vital Record. Paper is microfilmed; paper and microfilm are retained permanently. Master film stored at SRC.	TAC 181.26; TAC 181.60-61
10016		Delayed Deaths	Death certificates which were filed later than at the time of death.	PM						Vital Record. paper and microfilm are retained permanently. Master film stored at SRC.	HSC 193.007
10017		Directors Active Working Files		AV							
10018		Disinterment Permits		PM						Vital Record. For disinterment permits not associated with death records file in the state of Texas, see AIN #10019.	TAC 181.6
10019		Disinterment Permits not Associated with Death Records filed in State of Texas		FE	3						
10020		Documentation for Filing Applications to Amend Certificates of Birth and Death			2						
10021		DPS Traffic Death Reports		CE		6					



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10022		Evidence for Filing Delayed Certificate of Birth	Original documents submitted in support of the delayed certificate of birth must be returned to the applicant after reviewed, however copies of all items submitted are maintained and indexed by Vital Statistics Unit.	PM						Vital Record.	TAC 181.62-63; HSC 191.021-027
10023		Fetal Death Certificates		PM						Vital Record.	TAC 181.7
10024		Foreign Deaths	Death certificates of Texas residents where the location of death was outside of United States.	PM						Used as supporting documentation for flagging birth certificates of deceased persons. Also called Consular Report of the Death of an American Abroad.	7 FAM 226 (U.S. DOS); HSC 191.034
10025		Health, Social, Education and Genetic History Reports (HSEGH)		PM						Vital Record. See Texas family code for full description of detailed health information contained in this report.	TAC 181.32 ; TFC 162.005-6
10026		Historical or Genealogical Records	Records that have been transferred to the custody of the Vital Statistics Unit that are retained for their historical or genealogical merit only.	PM						These records CANNOT be used to issue certified copies or as supporting documentation.	
10027		Incomplete Acknowledgement of Paternity			4					Retention based on OAG recommendation.	
10028		Incomplete Requests for Supplemental Records	Requests that are unable to be processed in a timely manner due to incomplete paperwork, loss of contact with customer or other problem that cannot be resolved.	AC	1			AC=Last known contact with customer.			
10029		Indexes for Births	A general birth index is public information and available to the public to the extent the index relates to a birth record that is public on or after the 75th anniversary of the date of birth as shown on the record unless the fact of an adoption or paternity determination can be revealed or broken or if the index contains specific identifying information relating to the parents of the child who is the subject of an adoption placement.	PM						Vital Record. prior to 1999 these records were considered confidential. In 1999 state law made them an open record.	TAC 181.23



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10030		Indexes for Deaths	A general death index is public information and available to the public to the extent the index relates to a death record that is public on or after the 25th anniversary of the date of death as shown on the record.	PM						Vital Record. Prior to 1999 these records were considered confidential. In 1999, state law made them an open record.	TAC 181.23
10031		Indexes for Genealogical Records, Irregulars, Service Deaths, Military Service Records		PM						Historical indexes kept in card file at Vital Statistics Unit.	TAC 181.23
10032		Indexes for Marriages, Divorces		PM						Vital Record. Computer output; microfilm.	TAC 181.23
10033		Local Registrar Change Letters		US	1						
10034		Monthly Vital Statistics Reports	Exchange agreement with other agencies - summarized in annual report.	AC	3			AC=Date of annual report			
10035		Notice of Intent		PM							
10036		Out of State Birth-Death Certificates			3					Retained per agreement between the states; used for statistical purposes.	
10037		Reports of Divorce or Annulment of Marriage		PM						Includes microfilm. Paper is destroyed after microfilming. Microfilm is retained permanently.	HSC 194.001-2
10038		Rescission of Acknowledgement of Paternity and Supporting Documentation		PM						Retained one year on paper, then imaged.	
10039		Statistical Services Operations		AV							
10040		Suits Affecting the Family Relationship forms		PM						Vital Record. Includes microfilm. Paper is microfilmed and then destroyed, microfilm is retained permanently.	TFC 108.001



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10041		Supplemental Evidence Files (Suspected Fraud)		PM							
10042		Supplementary Evidence File (Births)		AC	3			AC=Evidence verified and corresponding records are updated.		Vital Record.	HSC 192.006
10043		Vital Statistics Unit Unclaimed Documents	Original documents submitted by customers in support of requests and applications that are unable to returned by certified mail.		1						
10044		Verification Sheets			1						
10045		Vital Statistics Cooperative Program Files		AV							
10046		Voided Birth and Death Certificates	Voided certified or non-certified copies of certificates.	AC		1		AC=Date void action performed.		Retention period recommended by state auditor - procedure, internal audit and program makes monthly reconciliations.	
10047		Voluntary Adoption Registry Applications			99					Vital Record.	TAC 181.45
10048		Withdrawn Voluntary Adoption Registry Applications		AC		6		AC=Withdrawal request received.			TAC 181.45
10049		CORPD Document File (Research Studies)	CORPD = Committee on Requests for Personal Data.	AC	5			AC=Expiration date of research request.		Vital Record.	
10050		Interstate Transcript Exchange Agreement		CE	1						
10051		Processing Files -- Tracking Sheets	Used as supporting documentation for administration of vital records.	FE	3					Vital Record.	Health and Safety Code, Chapter 191.
10052		Request for Correction to Transmitted Data		AV						Vital Record.	
10053		Security Paper Tracking Documentation	Includes document control logs, document control reports maintained in TER, and any other documentation used to track certificates including non-receipt letters and notices of damage.	FE	3					Vital Record. Retention period recommended by state auditor; used as supporting documentation for administration of vital records.	Health and Safety Code, Chapter 191.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10054		Certificate form Revisions	A record of format and information captured on every iteration of certificate issued by the Vital Statistics Unit must be kept for purposes of investigating abused, misused and flagged records.	PM						Vital Record. Used for investigating abused, misused, or flagged records.	TAC 181.24, TAC 181.13-14
10055		Vital Statistics Studies	Special Studies and Surveys.	US						Vital Record.	HSC 191.024
10056		Completed Inquiry Request forms	Vital statistics unit registries inquiries (acknowledgment of paternity, paternity registry, court of continuing jurisdiction).	FE	3						
10057		Asbestos Hazard Emergency Response Act - School Management Plans			31					Vital Record.	
10058		Bottled Water/Vendor Tests			3					Deregulated as of 9/1/15, all records should be eligible for destruction in 2018.	
10059		Drugs and Medical Devices - Related Samples			2						
10060		Federal Milk Market Report (Butterfat Content Of Dairy Products)			3						
10061		Field Survey Reports (Indoor Air Pollution)		FE	2						
10062		Food and Drug Strategy Inspection Reports and Correspondence w/AG Referral		AC	5			AC=Date of court order or date AG dismisses case.			
10063		Foods - Samples	Non-perishable.	AC				AC=Retained in original medium for 2 years unless needed for investigations, litigation.			
10064		Inspection Reports	Includes all kinds of inspection reports, EDAP surveys.	FE	2						
10065		Investigator Log Books		AC				AC=After final report is endorsed.			
10066		Lead Notification Files	After 11/1/2011, see #10084 for all notifications.	AC	2			AC=Project end date.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10067		Milk - Bulk Milk Tanker Inspection Form			2						
10068		Milk - Equipment Test			3						
10069		Milk - Federal Check Rating Records (Compliance and Enforcement)			3						
10070		Milk - Federal Market Administrator Degrade/Regrade			3						
10071		Milk - Field Certification (Sealers)			3						
10072		Milk - Frozen Dessert Manufacturing Plant (Inspections)			3						
10073		Milk - Hauler Report and Sampler Evaluations			3						
10074		Milk - Pasteurization Plant Inspections	Includes transfer/receiving, single serve, Non-Grade A manufacturer.		3						
10075		Milk - Pesticide, Vitamin, Pathogen, Aflatoxin Files			3						
10076		Milk - Plant Correspondence			3						
10077		Milk - Positive Load Reporting Form			3						
10078		Milk - Producer Dairy Inspections	Includes retail raw.		3						
10079		Milk - Raw Milk Analysis			3						
10080		Milk - Retail Dairy Product Analysis	Includes retail raw, frozen desserts, single serve.		3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/U – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10081		Milk - State and Federal Laboratory Evaluation and Enforcement			4						
10082		Milk - State Rating Sanitation and Enforcement		AC				AC=Until superseded or 2 years, whichever is sooner.			
10083		Milk - Water Bacteriology Analysis	Includes transfer/receiving, single serve, Non-Grade A manufacturer.		3						
10084		Environmental Group Notification Forms	Includes demolition/renovation forms. After 11/1/2011 includes notifications for mold, lead and asbestos.	AC	2			AC=Date of notification.			
10085		Narcotic Treatment Program Special Investigation Records		AC				AC=Needed to conduct regulatory activities or review.			
10086		Special Projects			3						
10087		VERSA Regulation Reports		AV							
10089		Regulatory Licensing - Closed Facility Files (State)		AC	3			AC=Closure of the facility.			
10090		Regulatory Licensing - Environmental and Sanitation Licensing Documentation (Asbestos, Lead, Mold, Pesticides, and Youth Camps)		AC	3			AC=License issued/complete. Includes training manuals for providers wanted to be licensed.		Vital Record.	
10091		Birth Query Listings and Logs		CE	1					General (anencephaly), low birth weight, multiple births.	
10092		BRFSS Data (Including Statistical Files and Public Use Data Files)		AV							
10093		BRFSS Request Data Files and Output		AC	3			AC=Date request filled.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10094		BRFSS Service Level Agreements		AC	3			AC=Date agreement expires.			
10095		Cause of Death Updates and Listings		CE	1					Pending listings, query tracking charts.	
10096		Cause-of-Death Listings (as Requested by Programs)		AV							
10097		Child Fatality Review Reports		PM							
10098		Coding Edit Information			2						
10099		Cyclic Child Death Records			1					Vital Record.	
10100		Data Use Agreement, Public Use Data File		FE	5						
10101		Data Use Agreement, Research File		AC	1			AC=Expiration date on form.			
10102		Health Surveys User Group (HSUG) - Meeting Notes, Attendance Sheets		CE	3						
10104		Infant Death Files (Deaths Under One Year)		CE	1						
10105		Medicaid Linking Data	Information extracted from HHSC records.	AV							
10106		Mortality Reports by Residence and Occurrence		PM						Vital Record. Includes causes of death. Used for historical purposes.	
10107		National Center for Health Statistics Transmittal Report		CE	1						
10108		Premature Death File		AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10109		Special Telephone Surveys' Data and Questionnaires (Includes Steps Surveys, Diabetes Surveys, Asthma Call-Back Surveys, Etc.)		AV							
10110		Statistical Report of Births/Fetal Deaths			3					Vital Record.	
10111		Tabular Listing of Special Causes		PM						Vital Record. Includes causes of death, manual pulls, used for historical research.	
10112		Texas Live Birth Reports by Residence and Occurrence		US							
10113		Texas Vital Statistics Coding Formats		US						Vital Record.	
10114		Accession Records/Guide Duplication Approvals (AV)		AC	10			AC=Item removed from circulation.			
10115		Annual Abortion Report Form		AC	1			AC=Completion of final report.			
10116		Audiovisual Distributor Information And Code Files (AV)		US							
10117		Birth/Death/Fetal Death Presentation Slides		US	1						
10118		BRFSS Blank Questionnaires (For Reference)		AV							
10119	1.1	Catalog (EOSi)		US						Vital Record.	
10120	1.1	Circulation Records (EOSi)		US						Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10121	1.1	Circulation Records (Tek Data) (AV)			1					Vital Record.	
10122	1.1	Client Files (FIC)		US						Vital Record. Maintained in Access database.	
10123	1.1	Collection Analysis Records (AV)		US	3						
10124	1.1	Completed Data Request Forms		CE	3					Relates to key performance measures.	
10125	1.1	Data Quality Weekly Report		CE	1					Workload progress.	
10126	1.1	Data Request/Data Dissemination Tracking System		FE	3						
10127	1.1	Duplication Requests (AV)		AV							
10128	1.1	HDD Compliance Records		AV							
10129	1.1	HEDIS Data and Reports		AV							
10130	1.1	Hospital Database	Hospital primary contact files.	AV							
10131	1.1	Hospital Inpatient Discharge Data		AV							
10132	1.1	Industry and Occupation Coding Information		US	5						
10133		Interlibrary Loan Records (MRL)		AV							
10134		Inventory/Shelf List Reports		US							
10135		National Library Week Activity Project Files			3						
10136		NCHS Code Conversion Tables		US	5						
10137		Nosology Guidelines (Classification of Disease)		US							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10138		Nosology Weekly Reports		CE	1					Workload progress.	
10139		Overdue Notices		US	3			AC=Item returned or removed from collection.			
10140		Preview Evaluations (AV)		AV							
10141		Publication Shipment Records (AV)		AV							
10142		Publicity Plans/Advertisements		AV							
10143		Serials (EOSi)		US						Vital Record.	
10144		Statement Of Responsibility File (AV)		PM						Vital Record.	
10145		Texas Vital Statistics Annual Reports (Birth, Death, Marriage, and Divorce) (All Years)	Retention period required to fulfill ongoing requests for statistics.	PM							
10146		User Group Analysis Records (AV)		US	3						
10147		Video Condition Analysis And History Records (AV)		AC				AC=Removal from circulation.			
10148		Nosology Activity Reports	Cycle input sheets; employee weekly reports.		1						
10149		Surveys (Includes Annual Survey of Hospitals, Annual Statement of Community Benefit Standards)	Inquiries about the surveys are received routinely during this retention period from customers, legislators, citizens, and we must have the information available to answer them.		10					Must be retained as long as administratively valuable, which historically has been 10 years.	
10150		Data Tabulations		AV						Raw data, SPSS runs, project development, microfilm logs.	
10151		Coding Activity Reports and Other Employee Reports			1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10153		Publications Online Catalog And Ordering System		AC				AC=Discontinuance of publication or form.		Part of web content management system.	
10154		Copyright Payment Information (MRL)		FE	3						
10155		Invoice File	After retention is met, notation is added to customer's circulation record in EOS.	AC	2			AC=Invoice issued.			
10156		Grant Query System		US						In web content management system.	
10157		Abstraction Forms (Birth Defects)		AC	1			AC=Published in a statewide data report, including case abstraction forms for the previous delivery year.			
10158		Cancer Abstracts	Confidential abstracts (reports) received from cancer reporters.	CE	3						
10159		Case Finding Database (Birth Defects)		AV							
10160		Clinical Pathology Laboratory Reports	Confidential pathology reports containing possible cancer case information.	AC		3		AC=Entry of information into TCR database.			
10161		Data Sharing/Use Agreements	Documents related to interstate data exchange and other data use/exchange agreements.	US	2						
10162		Drowning / Submersion Database		AV							
10163		Field Survey Reports (Lead)	Records transferred to childhood lead poisoning program by regulatory services environmental health.	AV							
10164		Fluoridation Database		PM							
10165		Fluoridation Program Application Files		AV						Vital Record.	
10166		IRB and Non-IRB Data Requests	Documents detailing requests for data and/or response to requests for data related to IRB studies or any other confidential data requests.	CE	2						
10167		Multiple Sclerosis (MS) Investigations		AC	20			AC=Production of final report.			
10168		Statistical Cancer Reports	Statistical publications and operational reports.	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10169		TCR Cancer Reporter Handbook	Rules and guidelines concerning cancer reporting in Texas.	PM							
10170		TCR Confidentiality and Non-Disclosure Agreement	Signed agreement related to TCR business, data, confidentiality and non-disclosure.	AC	2			AC=Notification of termination of agreement or employee departure.			
10171		TCR Operational Manuals	Manuals detailing TCR processes, guidelines and protocols.	US	2						
10172		Tracker Database (Birth Defects)		AV							
10173		Trauma Registry (Hospital)		AV						Database.	
10174		Trauma Registry (Pre-Hospital)		AV						Database.	
10175		Web Plus Account Registration Documents	Documents submitted by cancer reporters in order to get access to Web Plus.	CE	2						
10176		Web Plus Use and Confidentiality Statement	Signed agreement detailing use and access to Web Plus.	US	2						
10177		ATSDR Cooperative Agreement With Department Of Human Resources	ATSDR=Agency Toxic Substance and Disease Registry	AC	2			AC=Ending date of agreement.			
10178		Child Blood Lead Testing Records		AC				AC=Child's 15th birthday.		Frew.	25 TAC § 37.334.
10179		Environmental Surveillance			20						
10181		Human Immunodeficiency Virus (Anonymous Testing)		AC	1			AC=After test date or after last date of service; whichever comes later, stored in office.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10182		Seafood and Aquatic Life - Special Studies I Files	Paper and maps. Includes: Red Tide Report, Artificial Reef, '91 Cholera Study, Other Mercury Studies, Galveston Bay Contaminate Study, 1992; Dioxin Study, Apex Oil Spill, 1990 Files, Includes Rio Grande Valley Pesticide Study, Galveston Bay Benzene Spill, Lavaca Bay 1 And 2, Selenium Studies, Chronology/Cost Of Sampling, Lab Results, Neches River Intern Creosote, Bailey Super Fundsite, Several Other Studies Of Rivers, Big Cypress Creek Study, Caddo Lake, Toledo Bend Study, Town Lake, Sabine Lake, Mt Creek Studies.	PM							
10183		Seafood and Aquatic Life - Texas Natural Resources Information System Files			5						
10184		Seafood and Aquatic Life - Trinity River Authority		AV							
10185		Seafood and Aquatic Life - TWC Fish Monitoring Data			10						
10186		Seafood and Aquatic Life - Weather Sample Collection Data and Results	Paper and maps.	PM							
10192		Transportation Security Notices		AC				AC=10 days after the shipment has entered or originated within the state.			10 CFR73.37(b)(viii)(C) and 10 CFR 73.22(i).
10194		Inspector/FDA# Listings		US							
10197		NRC Program Review Evaluation (IMPEP)	Stored electronically by PSQA group.	PM						Vital Record. NRC requires permanent retention. Paper microfilmed and destroyed.	
10198		Radiographer - Examinations/Applications		AC	10			AC=Date of examination.		Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10199		Radiation Technical Assistance Records	Kept in the Investigations network files, not sent to the file room. May evolve into a complaint.	CE	10					Vital Record. Paper microfilmed and destroyed.	
10201		Nuclear Regulatory Commission/ General Correspondence		PM						At calendar end, microfilm and destroy hardcopy. Permanent retention is required by Nuclear Regulatory Commission.	
10202		Meeting Agenda and Minutes for The Texas Radiation Advisory Board		PM				AC=When microfilmed.	A	Vital Record. Permanent retention period set by Nuclear Regulatory Commission. Agency keeps record copy and sends a copy to the state archives.	
10203		Field Activities/Inspector Evaluations			5					Retention required to meet Nuclear Regulatory Commission audit requirements.	
10207		Radiation - Personnel Monitoring Exposure Reports		PM						For past and present employees, required by NRC; after termination, microfilm and destroy paper copies.	
10209		Radiation - Cash Receipts		PM						Part of permit file, which must be retained permanently due to Nuclear Regulatory Commission requirements.	
10211		Radiation - Contracts (Federal)	NRC, ACR, RADEF, WIPP, UMTRA, CRCPD, Pantex, MQSA/FDA, SW Region Off Da Agreement, Southern States Energy Bd, Radmon-NRC, ASNT, DOT, TNRCC	PM						Vital Record. Paper destroyed when microfilmed. Microfilm kept permanently. Retention required by Nuclear Regulatory Commission.	
10212		Radiation - Texas Commission on Environmental Quality (TCEQ/TNRCC) and DSHS Low Level Waste Contract		PM						Vital Record. Paper destroyed when microfilmed. Microfilm kept permanently. Retention required by Nuclear Regulatory Commission.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10213		Seafood and Aquatic Life - Partnership Agreements		AC	7			AC=Expiration or termination of the instrument according to its terms.			
10215		Federal Grant Information (Types of Grants and Requirements)		US							
10216		Tobacco Settlement Permanent Trust Account	Back-up documentation for comptroller's dispersal of accounts. Reports, claims, reviews, audits.	FE	3					Vital Record.	
10217		Travel Itineraries for DSHS (Airline Tickets Booked)		FE	2						
10218	4.1.002	Billing Detail on Fees for Service	Electronic records kept in program and in Centralized Billing System-CBS. Fees for services does not include long distance billing; retention based on HIPAA requirements for Medicare-45 CFR 164.530 (j)(1)-(2). includes billing statements.		7						
10219		Voucher Detail Runs		FE	4					Retention is based on federal guidelines.	
10220		Audits and Warrants Back-Up Documents	Includes travel advance; warrant cancellations.	FE	4						
10221		Cashier Microfilm		FE	3					Images made at endorsement. Microfilm processed at SRC and returned to Agency	
10222		Cashier Microfilm / Scanned Images	Check images made at endorsement.	FE	3					Microfilm processed at SRC and returned to Agency. After 9/10/2010 checks are imaged using check scanner/endorser.	
10223		Deposit Instruction		FE	4						
10224		USAS Vouchers and Supporting Documents		FE	3						
10225		Cash Processing Control Records		FE	3					Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10226		Cash Control Daily Printouts/Back-Up		FE	3						
10227		Cash Room Listing of Daily Remittance		FE	3						
10228		Cashier Back-Up Documents		FE	3						
10229		Travel Advance Cash Receipt Log		FE	3						
10230		Documents of Original Entry	Letter and legal size cash receipts.	FE	3						
10231	4.2.007	Expenditure Vouchers	Retention based on federal guidelines. Includes travel vouchers.	FE	4					Paper copies will be destroyed after CD image is verified. Backup CDs are kept at Winters Building. Retention is based on federal guidelines.	
10232		Federal Fund Cash Drawsheets		AV							
10233		Journals and Registers	(O/S Voucher Rep.K11091, Daily Esp. and Enc. Summaries K11092, Accounting Trans. Count, Req. Journal Reg., Req. Reg. Voucher Adj. Reg., Back-Out Reg.)	FE	4						
10234		Literature Invoices/Remittance Advices		AV						Destroy after electronically posted.	
10235		USAS DAFR Reports		AV							
10236	4.3	Sales (Encumbrance and Cash Journals)		FE	3					Vital Record. Includes 4.3.001 and 4.3.002	
10237	4.3.002	Receipts (Journals and Registers)		FE	3					Vital Record.	
10238	4.3.003	Expenditures (Journals and Registers)		FE	3					Vital Record.	
10239	4.3	Voucher Registers		FE	3						
10240	4.3	Warrant Registers		FE	3						
10241	4.4.003	Accounts Payable	Contains account payable information and ledgers.	FE	3					Includes RSIN 4.1.001.	
10242		Annual Report Work Papers		FE	3					Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10243		Internal Fiscal Management Reports: Cash Available Worksheets	Includes cash management draw down reports; indirect costs.	FE	3						
10244		Payroll Reports	Includes payroll detail sheets.	FE	5						
10245		External Management Reports		FE	3						
10246	4.3	Journals and Ledgers Monthly Print Outs/Reports	(Vendor No., Aging Sch Repts., Enc. K11082, Ref. Voucher Exp. By Fund, Cum. Exp., Cash Sum Reconc. With Comp., K11112)	FE	4						
10247		Reconciliations	(Travel Advances, Service Expenditures; Cash Receipts Collections; Group Insurance; Cash Available for Payments Worksheet; Benefits Replacement Pay; Salary Increase; Revenues and Quarterly HHS Vs Drawsheets)	FE	5					Longer retention is required for records supporting AIN 10701.	
10248		Monthly Summaries		FE	3						
10249		Printouts/Reports from Comptroller		FE	3						
10250	5.1.014	Office Procedures	(Manual, Guidelines, or Similar Records that Establish Standard Office Procedures for an Agency)	US	1						
10251		Biennial Survey Of Employee Engagement	DSHS keeps original records, HHS records and the consolidation report of all agencies responses are kept separately by HHS.		6						
10252		Continuing Education Documentation		FE	5						
10253		Grant Applications - Denied	Grants applied to with outside entities that were not accepted.	AC	1			AC=Date application denied.			
10254		HIPAA - Disclosures and Complaints	Includes records of HIPAA-affected disclosures, denials of access to HIPAA-affected information, requests for restrictions on disclosures, and complaints related to privacy. Affected disclosures typically include disclosures to law enforcement agencies, abuse/neglect reports to DFPS and disclosures for research surveys. Includes Disclosure Tracking and Accounting System (DTAS).	AC	6			AC= Date of disclosure, denial of disclosure, request for restriction on disclosure, or disposition of complaint, as appropriate.			45 CFR 164.530 (j)(1)-(2)



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10255		Media Contact Reports and Information	Media contact reports and information.		3						
10256		Volunteer Contact Information	SNS volunteer and experts (any databases/files dealing with volunteers).	AC	2			AC=Until superseded or termination of volunteer status.			
10257		Advisory Council/Committee Membership Applications - Appointed	Includes newborn screening advisory committee.	AC	1			AC=End of term on council/committee.			
10258		Advisory Council/Committee Membership Applications - Not Appointed	Includes Newborn Screening Advisory Committee.	AC	2			AC=Date of decision not to appoint.			
10259		HIPAA - Policy and Training	Includes Notice of Privacy Practice Form 0401; HIPAA Training Material and Education Achievement Records, and all other HIPAA Privacy Documentation (letters, memos, and forms, Access Database records, and all associated electronic back-up).		6					A covered entity must retain the documentation for six years from the date of its creation or the date when it last was in effect, whichever is later. Retain a copy of the policies, procedures and communication required for implementation of the HIPAA Privacy Rule. Retain training program content (Paper and Electronic) and record of staff completion.	45 CFR 164.530 (j)(1)-(2)
10260		Legislative Contact Information	Maintained by Governmental Affairs.		5						
10261		Legislative Correspondence	Maintained by Governmental Affairs.		5						
10262		Public Comments To Proposed Rules		AC	1			AC=Date of publication in Texas register.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10263	1.1.020	Public Information Requests Detail	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC	2			AC= Date request is fulfilled or requester is notified that the records are exempt.		1.1.020/1.1.021 on State RRS	
10264		Subpoena (DSHS not a party to litigation)		AC	1			AC= Once subpoena has been issued.			
10265	1.1.002	Audits (Internal and External)	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	7			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. Minimum 6 year retention required by federal Medicaid law.	
10266	1.1.004	Biennial or Legislative Appropriation Requests		AC	6			AC=September 1 of odd-numbered calendar years.	A	The archival requirement is met by sending the required copies of the requests to the Texas state depository program, Texas state library and archives commission. Only copies of supporting document submitted to the legislative budget board are archival.	45 CFR 164.530 (j)(1)-(2)
10267	1.1.006	Complaint Files and Consumer Complaints		AC	3			AC=Final disposition of complaint.	R		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10268	1.1.007	Administrative Correspondence	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.		4				R	Vital Record. ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.	
10269	1.1.008	General Correspondence	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	
10270	1.1.010	Directives	Initiates, rescinds or amends general office procedures.	US	1						
10271	1.1.011	Executive Orders	Initiates, rescinds, or amends a regulation, policy or procedure that governs programs, services, or projects of an agency.	US	3				A	Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10272	1.1.013	Calendars, Appointment and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	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. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.	
10273	1.1.014	Legal Opinions and Advice	Includes opinions from Office of the Attorney General.	AV					R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.	
10274		Commissioner's Commentaries	This series owned by Communications.		2					Send paper or microfilm copies to the State Archives.	
10275	1.1.019	Public Relations Records	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.		2				R	Send paper or microfilm copies to the State Archives.	
10276	1.1.023	Organization Charts		US					A		
10277	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC	3			AC=Decision made to implement or not to implement result of planning process.	R	Data processing planning records are not archival.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10278	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC=Publication in Texas register.			
10279	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV							
10280	1.1.038	Customer Surveys	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC				AC=Final disposition of summary report.		See 1.1.067 for summary reports compiled from customer surveys.	
10281	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC				AC=End of term in office or termination of service in a state position.	R		
10282	1.1.041	Employee Suggestions	Suggestions submitted by agency personnel and responses.		1						
10283	1.1.043	Training Materials/Manuals	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US	1					Includes videotapes, microfilm, slides.	
10284	1.1.048	Litigation Files	Cases that set legal precedent or exhibit historical value will be evaluated by the archives and information services division of the Texas State Library and Archives Commission for archival preservation.	AC	5			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.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	
10285	1.1.053	Registration Logs	Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC				AC=Report filed with the Texas Ethics Commission.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10286	1.1.055	Strategic Plans	Archival requirement met by sending required copies of completed Agency plan to Texas State Depository Program.	AC	6			AC=Sept 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
10287	1.1.056	Americans With Disabilities Act Documentation	Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.		3						28 CFR 35.105(c).
10288	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.	AC				AC=Purpose of the record has been fulfilled.		CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10289	1.1.058	Meeting Minutes and Agendas - State Boards, Committees, Commissions	Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM					A	Agency keeps record copy and sends a copy to the state archives. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
10290	1.1.059	Certified Agenda or Tape Recordings of Closed Meetings	Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			AC=Date of the meeting or completion of pending action involving the meeting, whichever is later.		Vital Record. SEE caution comment at item number 1.1.058.	Government Code, 551.104(a).
10291		Regulatory Licensing - Exam Scores-State Accreditation (Lead, Mold, Asbestos)		AC	4			AC=Date test reported to exam taker.			
10292		Regulatory Licensing - Examination Booklets		US		6					
10293		Regulatory Licensing - License Renewal List (Food and Drug)		AC	2			AC=Paper scanned, then destroyed. Microfiche/electronic media kept for balance of retention period.		Vital Record.	
10294		Regulatory Licensing - Licensure Account Files (Food and Drug)			6					Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10295		Regulatory Licensing - Licensure Applications (Includes Free Sale/Origin Applications)	Paper copy destroyed after AC	FE	2			Paper copy destroyed after scanned. Microfiche/electronic mediums kept for balance of retention period.		Vital Record.	
10296		Regulatory Licensing - Licensure Print Out and Void Logs			2					Vital Record.	
10297		Regulatory Licensing - OOB Notifications From Public (Food and Drug)			2					Vital Record.	
10298		Regulatory Licensing - PAR-Scores, PAR-Test Files		US							
10299		Regulatory Licensing - Refunds Processed/Denied		AC	2			AC=Paper scanned, then destroyed. Microfiche/electronic media kept for balance of retention period.		Vital Record.	
10300		Regulatory Licensing - Registered Firms (Bedding Mfg. and AVC)		AC	2			AC=Expiration date of license or permit.		Vital Record.	Required under V.C.S. 4476-A
10301		Regulatory Licensing - Sponsor Files			3						
10302		Regulatory Licensing - Student Replacement Certificate Form		AV							
10303		Regulatory Licensing - Survey Documents for State Licensing			3						
10304		Regulatory Licensing - Test Analysis			3						
10305		Regulatory Licensing - Voided Licenses		AC				AC=Date of voiding.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10306		Regulatory Licensing - Youth Camp License Issuance List and Voided Licenses		FE	2					Vital Record.	
10307		Regulatory Licensing - Roster and Training Documentation (Lead, Mold, Asbestos)	Includes photographs.	AC	1			AC=Received date.			
10308		Regulatory Licensing - Facility Architecture/ Construction Documents		AC				AC=Review completed.			
10309		Asbestos Enforcement Cases	Warnings, withdrawals, and agreed orders.	AC	5			AC=Date of issue of warning or agreed order.		Vital Record. Database updated daily.	
10310		Asbestos Enforcement Cases-Landmark		PM						Vital Record. Database updated daily.	
10311		Enforcement Action Policy		AV							
10312		Enforcement Files for Unlicensed Facilities			3						
10313		Enforcement Logs and Active/Pending Files		AC	5			AC=Enforcement action completed.			
10314		Environmental and Sanitation Enforcement Cases	Includes youth camps, AVC, HAZPRO, tanning, tattoo, body piercing, pools, hotels/motels, nuisance abatements, field sanitation, mass gatherings.	AC	5			AC=Compliance with terms of enforcement.			Civil Practices §16.0045
10315		Inmate Complaint Letters	If a finding is made, then the complaint becomes part of an enforcement file.	AC	2			AC=Final disposition of the complaint.			
10316		Inspection Reports and Related Correspondence	With Internal DSHS Enforcement, No Action, or Complaint Records. Includes warning letters and responses, NOVS, any case through enforcement. See 10317 for AG involvement.	AC	3			AC=Date of inspection or Date on Agreed/default/or SOAH order.			
10317		Inspection Reports and Related Correspondence Attorney Generals	AG referrals, warning letters and responses.	AC	5			AC=Date of court order or date AG dismisses case.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10318		Lead Enforcement Cases		AC	5			AC=Date of Agreed order.			
10319		Out of Business (OOB) Inspection Reports		AC	3			AC=Date was closed/out of business.			
10320		Texas Hazardous Communication Act Enforcement Cases	Includes HazCom and Tier II enforcement cases.	AC	5			AC=Compliance with terms of enforcement.			Civil Practices §16.0045
10321		Case Lists (Supplied By Department Of Public Safety For Investigation)		CE	3						
10322		Certification Records	Includes complete/incomplete/Maverick applications.		7						
10323		Certification School Files			6					Contents of files are open except for social security information. Paper files are microfilmed after one year.	
10324		Continuing Education Audits		AC	3			AC=Final review.			
10325		EMS Provider Records			6						
10326		Facility Designation Files		AC	6			AC=Completion of designation process or failure to complete facility designation.			
10327		MAB Master Name File (Driver's License Files)			75						
10328		MAB Records			2						
10329		Reciprocity Verification Forms		FE		3					
10330		Returned Certified Emergency Suspension Letters			2						
10331		Rosters (Schools For Certification)		AV							
10333		Trauma Service Area Files		US	4						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10334		Two-Year Continuing Education Summary/Cleared/Emergency Suspension Letters			7						
10335		Meat - Blueprints - Rendering Plants		AC	3			AC=Closing of plants.			
10336		Meat - Compliance Files	Includes MSA -62 and MSA -63.	AC	3			AC=Complaint settled.			
10337		Meat - Performance Based Inspection		AC	3			AC=Data entry completed.			
10338		Meat - Performance Based Inspection System Establishment Summary Condition		CE							
10339		Meat - Plant Files	Includes MSA -54 and MSA -59i (grant issued); MSA -55; MSA -56 and MSA -56a; MSA -57; MSA-59 (1-4); MSA -65; MSA -68; MSA -69; MSA -70; MSA -71.	AC	3			AC=Closing of plant.			
10340		Meat - Review and Compliance Record	MSA-511-only A/D reviews) paper copy destroyed after scanned. Electronic copy kept remaining of the retention period.		3						
10341		Meat - Sanitation Reports	Includes MSA -33; MSA -50; MSA -64; MSA -64-1; MSA -74.	AC	3			AC=Date of inspection.			
10342		Meat - Talmadge-Aiken Employee Credential Documentation		US							
10343		Meat - Voided Licenses and Permits (Rendering)		FE	3						
10344		Meat Inspection Complaint/Violation File and Log	Includes MSA -17-2 and MSA -17-2c.	AC	3			AC=Complaint settled.			
10345		Meat Inspection Plants File (Database or Spreadsheet)		US							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10346		Meat Label Files	File contains "trade secrets" (meat product recipes) includes Z-1.	AC				AC=Discontinuing the use of the label.			
10347		Meat - Database of Rendering Licenses and Permits Issued	Issuance of license, permits, and fees collected for licenses and permits.	FE	3						
10351		Emergency Response Drills - Final Report		PM							
10354		Inspection Reports - Active Establishments without Enforcement Actions and Related Correspondence	Enforcement action does not include warning letters or voluntary closures. Compliance with standards requires additional retention period.	US	3						
10355		Inspection Reports - Active/OOB Related Correspondence Attorney Generals	Includes (AG referrals) warning letters and responses.	AC	5			AC=Date of court order or date AG dismisses case.			
10356		Inspection Reports - Out-Of-Business Establishments without Enforcement Actions	Enforcement action does not include warning letters or voluntary closures.	AC	3			AC=Date was closed/out of business.			
10357		Inspection Reports and Related Correspondence with Internal DSHS Enforcement	Enforcement action does include warning letters and responses or voluntary closures, inspection reports with code 062,063, 050. Warning letters and responses, novs, any case through enforcement.	AC	3			AC=Date on AGreed/default/or SOAH order.			
10358		Jurisdictional Database		US							
10361		License/Permit - Versa Database	Updated daily.	PM							
10363		Complaint/Incident files - substantiated		AC				AC = Closure of incident or complaint.		Microfilm, store with license or permit.	
10373		Seafood and Aquatic Life - Advisory Orders		PM							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10374		Seafood and Aquatic Life - Annual Fish Sampling Data and Supporting Documentation		AV							
10375		Seafood and Aquatic Life - Aquaculture - Oyster Mariculture Files	Paper and maps.		5						
10376		Seafood and Aquatic Life - Aquatic Life Orders Files		PM							
10377		Seafood and Aquatic Life - ATSDR Lavaca Bay Health Consultation		AV							
10378		Seafood and Aquatic Life - Bio Accumulation of TCDD		AC				AC=Final disposition of summary report.			
10379		Seafood and Aquatic Life - Classification Markers	Paper and maps.	PM							
10380		Seafood and Aquatic Life - Clean Water Act Compliance Records			7						
10381		Seafood and Aquatic Life - Complaint/Injury Files		AV							
10382		Seafood and Aquatic Life - Corpus Christi National Estuary Program Files		AV					R		
10383		Seafood and Aquatic Life - Crab and Oyster Plant Files			3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10384		Seafood and Aquatic Life - Detention, Destruction, or Disposition Records of Shellfish Food Products		AV							
10385		Seafood and Aquatic Life - Fish Advisories and Bans		US							
10386		Seafood and Aquatic Life - Galveston Bay National Estuary Files		AC	3			AC=End of project.	R		
10387		Seafood and Aquatic Life - Galveston Bay Oyster Lease Files / Depuration Files			3						
10388		Seafood and Aquatic Life - Historical Contaminant Data			30				R		
10389		Seafood and Aquatic Life - Historical Surveys - Shellfish Classification	Paper and maps.	PM							
10390		Seafood and Aquatic Life - Interstate Certified Shellfish Shippers List		US							
10391		Seafood and Aquatic Life - Lavaca Bay 3 Files		PM							
10392		Seafood and Aquatic Life - Marine Order Files		PM							
10393		Seafood and Aquatic Life - Matrix - Galveston Bay Water Temperatures			5						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10394		Seafood and Aquatic Life - Mercury Concentrations in Marine Organisms Files		AV							
10395		Seafood and Aquatic Life - Monthly Statistical Reports			3						
10396		Seafood and Aquatic Life - National Fish Contamination		AV							
10397		Seafood and Aquatic Life - Natural Resource Damage and Claims-Lavaca Bay	Paper and maps.	AV							
10398		Seafood and Aquatic Life - Original Sanitary Surveys (Includes Fish Tissue, Lab Analysis Reports)		PM							
10399		Seafood and Aquatic Life - Oyster Meat Samples Data and Results		PM							
10400		Seafood and Aquatic Life - Rainfall Data Sheets			5						
10401		Seafood and Aquatic Life - Red Tide Data Collection and Results		PM							
10402		Seafood and Aquatic Life - Regional Evaluation Documents			5						
10403		Seafood and Aquatic Life - Reports to EPA - Apex Oil Spill, 1992	Paper and maps.	PM							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10404		Seafood and Aquatic Life - San Antonio River - Fish Data	Paper and maps.	AV							
10405		Seafood and Aquatic Life - Selenium Raw Data		AV							
10406		Seafood and Aquatic Life - Shellfish Classification Maps		PM							
10407		Seafood and Aquatic Life - Site Plans For Field Offices and Personnel		AV							
10437		Radiation - Compliance Coding Sheets		CE	2					Destroy copy.	
10439		Radiation - Site Surveillance Monitoring		CE	2						
10441		Radiation - X-Ray Film Exposed for Inspection	X-ray films.	CE	2						
10442		Radioactive Material Down Hole Storage		PM							
10443		Radiographer (Radiation Safety Training Certification)	Database updated daily. Becomes part of permit file which is retained permanently as required by Nuclear Regulatory Commission.	PM				Radiographer Radiation Safety Training certification for trainers		Vital Record.	
10480		Comptroller Canceled Checks/Warrants		AC				AC=When canceled		Complies with the retention period for record series IF-06 on the retention schedule for the Comptroller of Public Accounts.	
10481		Patient Benefit Fund		FE	3						
10482	4.1.001	Accounts Payable Information		FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10483	4.1.002	Billing Detail	Drug and other invoices.	FE	3					CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.	
10484	4.1.003	Cancelled Checks/Stubs		FE	3						
10485	4.1.004	Encumbrance Detail		FE	3						
10486	4.1.005	Inventory and Other Cost Files	Production, job, labor, quotes, pricing, specifications, etc.	FE	3						
10487	4.1.006	Investment Transactions Files		FE	3						
10488	4.1.007	Transfers or Budget Revisions (Funds Transmittal Forms)	Transfers or adjustment to budgets.	FE	3						
10489	4.1.008	Electronic Fund Transfers	Direct Deposit Registers.	FE	3						
10490	4.2.001	Cash Deposit Vouchers	Cash deposit slips.	FE	4					Retention is based on federal guidelines.	
10491	4.2.002	Cash Receipts	Includes Daily Remittances and Fees for Yellow Fever Application Remittances, and Licensure/Certification/Training.	FE	3						
10492	4.2.003	Daily Cash Receipts Log		FE	3						
10493	4.2.004	Encumbrance Vouchers (8/31/2015 and prior)	Orders, statements, change orders, etc.	FE	3						Government Code Ch. 441.1855
10494	4.2	Encumbrance Vouchers (9/1/2015 and later)	Orders, statements, change orders, etc.	AC	7			AC=Expiration or termination of the instrument according to its terms. Purchase orders, statements, change orders, etc. These are procurements attached to an existing contract.			Government Code Ch. 441.1855
10495	4.2.005	Purchase Vouchers (8/31/2015 and prior)	Requisitions, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE	3					These are procurements not attached to an existing contract.	Government Code Ch. 441.1855



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10496	4.2	Purchase Vouchers (9/1/2015 and later)	Requisitions, receiving reports, invoices, or statements, change orders, best value determinations, etc.	AC	7			AC=Expiration or termination of the instrument according to its terms. Purchase orders, statements, change orders, etc. These are procurements attached to an existing contract.		These are procurements not attached to an existing contract.	Government Code Ch. 441.1855
10497	4.2.006	General Journal Vouchers		FE	3						
10501	4.3.003	Expenditure Journals or Registers		FE	3						
10502	4.4.001	General Ledgers		FE	3					Vital Record.	
10503	4.4.002	Accounts Receivable Ledgers		FE	3					Vital Record.	
10505	4.4.004	Employee Savings Bond Ledgers			5					Vital Record.	
10506	4.5.001	Worksheets for Preparing Fiscal Reports		FE	3						
10507	4.5.002	Internal Fiscal Management Reports	Includes salary reports.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10508	4.5.003	Annual Financial Report Required by the General Appropriations Act	Report required by the General Appropriations Act.	AC	6			AC=September 1 of odd-numbered calendar years.		CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
10509	4.5.005	External Fiscal Reports	Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE	3						
10510	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act.	FE	3						
10511	4.5.007	USAS Reports - Daily		AC				AC=Receipt and reconciliation of monthly report.			
10512	4.5.008	USAS Reports - Monthly		AC				AC=Receipt and reconciliation of annual report.			
10513	4.5.009	USAS Reports - Annual		FE	3						
10514	4.6.001	Monthly Balancing Records		FE	3						
10515	4.6.002	Reconciliations		FE	3						
10516	4.6.003	Cash Counts and Spot Counts		FE	3						
10517	4.7.001	Accounting Policies and Procedures		US	3					Vital Record.	
10518	4.7.002	Bank Statements	Includes petty cash account.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10519	4.7.003	Returned Checks/Warrants/Drafts (Uncollectable)		AC	3			AC=After deemed uncollectable.			
10520	4.7.004	Capital Asset Records		LA	3						
10521	4.7.005	Claim Files		AC	3			AC=Resolution of claim. Vendor payment records/provider claim files.		Vital Record.	
10522	4.7.006	Comptroller Statements		FE	3						
10523	4.7.007	Chart of Accounts	One for all accounts in use for a fiscal year.	FE	3						
10524	4.7.008	Grant Records (8/31/2015 and prior)	This series documents state and federal grant projects participated in or administered by DSHS. It includes grant authorization records, which provide evidence of the award of grants to or by DSHS; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by DSHS.	AC	3			AC= Satisfaction of all uniform administrative requirements for grants and cooperative agreements to state and local governments (the common rule).		Vital Record. CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	Government Code Ch. 441.1855
10525	4.7.008	Grant Records (9/1/2015 and later)	This series documents state and federal grant projects participated in or administered by DSHS. It includes grant authorization records, which provide evidence of the award of grants to or by DSHS; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by DSHS.	AC	7			AC= Satisfaction of all uniform administrative requirements for grants and cooperative agreements to state and local governments (the common rule).		Vital Record. CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	Government Code Ch. 441.1855
10526	4.7.009	Fixed Asset Log		US	3						
10527	4.7.010	Long-Term Liability Records	Bonds, etc.	AC	3			AC=Retirement of debt.		Vital Record.	
10528	4.7.011	Texas Facilities Commission Statements	Statements (TFC)Charge or bill statements received by agencies from the TFC services provided.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10529	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	3			AC=Until superseded, plus three years after end of fiscal year			
10530	5.1.001	Contract Monitoring Records (8/31/2015 and prior)	Contract Monitoring Records, desk reviews and onsite reviews. May include the following: Contract Monitoring Records found In Teammate, Immunization Site Visits/Contractor Quality Assurance Reviews, contract with vendors, each program’s monitoring correspondence, monitoring reports, and clearing of findings. Applies to contracts that were executed, extended, or renewed on or before August 31, 2015 (See 7032/7039/7040).	AC	4			AC= End of Contract.		Vital Record.	Government Code Ch. 441.1855
10531	5.1.001	Contract Monitoring Records (9/1/2015 and later)	Contract Monitoring Records and information resulting from the monitoring of contract requirements and deliverables. Includes Immunization Site Visits/Contractor Quality Assurance Reviews, records found in Teammate records, creation of corrective actions and response as a result of State Action Requests (SARs); meetings with quality or performance groups; and reports used to monitor contract requirements and deliverables. Includes financial information related to the oversight of billings and expenditures in support of the contract; and; data and reports needed to monitor service coordination, call center services, claims processes, encounters, timely submission, marketing materials, and member inquiries, complaints and resolution. Also includes any remediation required to correct non-compliance. Desk reviews and onsite reviews. May include the following: contract with vendors, each program’s monitoring correspondence, monitoring reports, and clearing of findings. Applies to contracts that were executed, extended, or renewed on or after September 1, 2015 (See 7039/7040).	AC	7			AC= Termination of the instrument according to its terms.		Vital Record.	CFR Title 42 § 438.810. Government Code Ch. 441.1855



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10532	5.1.001	Contracts and Leases (8/31/2015 and prior)	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, physicians understanding/agreements, and correspondence. Applies to contracts that were executed, extended, or renewed on or before August 31, 2015. Retention is 7 years except as expressly required by a specific contract.	AC	4			AC= Expiration or termination of the instrument according to its terms.		Vital Record. Most contract records before 09/01/2017 are maintained in HCATS (HHSC Contract Administration & Tracking System). Records of contracts active as of 09/01/2017 are in SCOR. Retention is 4 years except as expressly required by a specific contract.	Government Code Ch. 441.1855
10533	5.1.001	Contracts and Leases (9/1/2015 and later)	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, physicians understanding/agreements, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. See AIN 3543 for Bid Documentation. Applies to contracts that were executed, extended, or renewed on or after September 1, 2015.	AC	7			AC= Termination of the instrument according to its terms.		Vital Record. Most contract records after 08/31/2017 are maintained in SCOR (System of Contract Operation and Reporting). Most contract records before 09/01/2017 are maintained in HCATS (HHSC Contract Administration & Tracking System). Open enrollment contracts are considered closed upon renewal or recertification of participation as a contract provider. Retention is 7 years except as expressly required by a specific contract.	Government Code Ch. 441.1855
10534	5.1.003	Delivery Reports			2						
10535	5.1.004	Mail and Telecommunications Listings	Phone, address, and email listings, mailing lists, outlook distribution lists, etc.	US							
10536	5.1.005	Postage Expense Reports	Records and reports of postage expenses, including postal meter usage.	FE	3						
10537	5.1.007	Requisition For In-Agency /Inter-Agency Copy/Printing Service	Includes word processing and data processing.	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10538	5.1.010	Permits, Licenses, and Certifications	Not issued by DSHS.	AC	2			AC=Expiration date of license or permit.		Vital Record.	
10539	5.1.011	Photocopier/Fax Use Logs		AV							
10540	5.1.012	Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						
10541	5.1.013	Insurance Policies (8/31/2015 and prior)	For vehicles, equipment, etc.	AC	4			AC=Expiration or termination of the policy according to its terms.		Vital Record.	Government Code Ch. 441.1855
10542	5.1.013	Insurance Policies (9/1/2015 and later)	For vehicles, equipment, etc.	AC	7			AC=Expiration or termination of the policy according to its terms.		Vital Record.	Government Code Ch. 441.1855
10544	5.1.015	Logs/Tracking Records for Correspondence/Packages from US Postal Service or Private Couriers	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.		1						
10545	5.1.017	Contract Log	List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE	3						
10546		Temperature Records (Refrigeration Equipment)		FE		1					
10547	5.2.001	Appraisals - Building or Property		AV					R	Vital Record.	
10548	5.2.003	Blue Prints and Architectural Drawings, Building Plans	This is an HHS enterprise record; see HHSC building construction.	AC				AC=State owned=LA+20 years; Leased=2 years past termination or cancellation of lease.	R	Vital Record. ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
10549	5.2.004	Building Space Requests			1						
10550	5.2.005	Calibration Records (Equipment or Instruments)			10					Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10551	5.2.006	Certification of Destruction of Property		FE	3						
10552	5.2.007	Damage Reports	Reports of damage to state property.	FE	3						
10553	5.2.008	Equipment Maintenance Logs/History Files	Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	3					Vital Record. For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	
10554	5.2.009	Equipment Inventory	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE	3						
10555	5.2.010	Equipment Manuals		LA							
10556	5.2.011	Equipment Warranties (8/31/2015 and prior)		AC	1			AC=Expiration of warranty.			Government Code Ch. 441.1855
10557	5.2.011	Equipment Warranties (9/1/2015 and later)		AC	7			AC=Expiration of warranty.			Government Code Ch. 441.1855
10558	5.2.012	Estimate Files (Supply and Repair Cost Estimates)			1						
10559	5.2.014	Annual Physical Inventory	Property, equipment, supply verification.	FE	3						
10560	5.2.015	Inventory Removal Notice		FE	3						
10561	5.2.016	Inventory System Update Listing	Property transfer forms.	AC				AC=Transfer of information into annual listing.			
10562	5.2.017	Lost or Stolen Property Report		FE	3						
10563	5.2.018	Quality Control Reports			2						
10564	5.2.019	Service Orders/Work Requests	Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.		1						
10565	5.2.020	Supply Usage Records		FE	1						
10566	5.2.021	Surplus Property Sale Reports		FE	3						
10567	5.2.022	Utility Usage Reports		AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10568	5.2.023	Year-to-Date Inventory Listing	Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE	3						
10569	5.2.024	Material Specifications		AC	2			AC=Material is no longer in the Agency.			
10570	5.2.025	Equipment Specifications (Purchasing Documentation)		AC	2			AC=Equipment is no longer in the Agency.			
10571	5.2.026	Facilities Conference Room Reservations	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.		2						
10572	5.2.027	Space Utilization Reports		AV							
10573		Procurement Card Purchases Supporting Documentation		FE	3						
10574	5.3.002	Freight Bills Paid		FE	3						
10575	5.3.003	Freight Claims		AC	2			AC=Resolution of claim.			
10576	5.3.004	Order - Acknowledgements		AV							
10577	5.3.005	Packing Slips		AV							
10578	5.3.007	Requests For Proposals/Bid Documentation (8/31/2015 and prior)		FE	3						Government Code Ch. 441.1855
10579	5.3.007	Requests For Proposals/Bid Documentation (9/1/2015 and later)		AC	7			AC= Termination of the instrument according to its terms.			Government Code Ch. 441.1855
11338	5.3.007	Bid Documentation - Unsuccessful Bids (9/1/2015 and later)	Rejected bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.).	AC	2			AC= Date of notification of denial or date of withdrawal, as applicable.		Vital Record.	Government Code Ch. 441.1855



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10580	5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3						
10581	5.3.009	Requests For Information (8/31/2015 and prior)	For purchases.	AC	4			AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.	Government Code Ch. 441.1855
10582	5.3.009	Requests For Information (9/1/2015 and later)	For purchases.	AC	7			AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.	Government Code Ch. 441.1855
10583		Copy of Moving and Non-Moving Traffic Violations			2					Kept with Performance Appraisals.	
10584		Incident Reports/Accident/Injury Reports of Non-State Employees on State Property	L-33 forms.	AC				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.	
10585		Review of Appropriate Licensure for Operation of Motor Vehicle			2					Kept with Performance Appraisals.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10586	5.4.001	Accident Reports and Associated Documentation	Accident or occupational disease reports by supervisors and employees required to be submitted to Texas workers' compensation commission.	CE	5					Vital Record. May contain confidential data. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. Beginning October 2005, CAPPs assumed this functionality. Prior to October 2005, record copy was sent to Agency risk manager.	29 CFR 1904.3329 CFR 1904.6.
10587	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
10588	5.4.003	Fire/Safety Inspections	Fire, safety, and other inspection records of agency facilities and equipment.	AC	3			AC=Inspection, or date of correction of deficiency, if deficiency found.		CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028.	
10589	5.4.004	Fire Orders	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3			AC=Deficiency corrected.			
10590	5.4.007	Safety Training - Hazardous Materials	Records of training given employees in an agency hazard communications program.		5					Vital Record.	Texas Health and Safety Code, 502.009(g).
10591	5.4.008	Hazard Communication Plan		US	5					Vital Record.	Texas Health and Safety Code, 502.009(g).
10592	5.4.009	Hazard Communication Workplace Chemical List	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.		30					Vital Record.	Health and Safety Code 502.005(d)
10593	5.4.010	Material Safety Data Sheets		AC				AC=After sheets are updated or hazardous chemical no longer stored by Agency, as applicable.			
10594	5.4.011	Visitor Control Register	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10595	5.4.012	Security Access Records/Employee Identification	Keys, cards, logs, access/IDs, FDA and division badges.	AC	2			AC=Until superseded, date of expiration, or date of termination, which ever sooner.		Vital Record. Lab security access records are Frew.	
10596	5.4.013	Disaster Preparedness, Response, and Recovery Plans		US						Vital Record.	
10597	5.5.001	Telecommunications Billing Detail	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					SEE item number 5.5.006 for TEX-AN billing detail.	
10598	5.5.002	Long Distance Telephone Logs/Fax Logs	Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV							
10599	5.5.003	Station Activity Reports	Phone logs.	AV							
10600	5.5.004	System Activity Reports	Internal listing of all incoming/outgoing agency telephone activity.	AV							
10601	5.5.006	Billing Detail- Telecommunications (TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.	
10602	5.5.007	Disputed Call Documentation	Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE	3						
10603	5.6.003	Inspection Repair and Maintenance Records - Vehicles		LA	1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10604	5.6.004	License and Driving Record Checks		AC				AC=Until superseded or termination of employment. Contains confidential information.			
10605	5.6.005	Vehicle Use Reports (Mileage Reports)	Includes mileage, fuel/oil consumption, passengers carried and other related information.	FE	3						
10606	5.6.007	Vehicle Titles and Registrations		LA						Vital Record.	
10607	5.6.009	Parking Permits or Assignments		US							
10608		1942 Report: Immunization Levels in Texas	Maintained to study life cycle of virus.		5					If report has historical relevance, do not destroy report but send it to the State Archivist at the end of the retention period.	
10609	1.1.007	Administrative Correspondence (Original Influenza - Title XIX)	Limited to formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services or projects and the administrative regulations, policies and procedures that govern them. File contains immunization information that the department is required to maintain for 10 years.		10					Vital Record. Only Administrative Correspondence Of Executive Staff, Board Or Commission Members, Division Directors And Section/Unit/Branch Heads Require Archival Review.	
10610		Central Office Ammo Inventory	Inventory taken twice a year. Includes receiving, distribution form.	FE	3						
10611		Communicable Disease Reports		AC	10			AC=Report is complete and final.		Vital Record.	
10612		Communicable Disease Surveillance Forms and Records	Does not include HIV/STD or TB surveillance forms. Convenience copies of selected forms are received from regional offices in the Emerging and Acute infectious Disease Branch.	AC	2			AC=Month of MMWR year closeout as determined by EAIDB (usually march of the following year).			
10613		Contaminated Sharps Injury Database	Data entered in Sharps Injury Database and information verified by infectious disease staff. Data assembled to produce annual report.	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10614		Dangerous Wild Animal Database		FE	2					2-year retention period refers to the data in the database; and not to the whole database.	
10615		Evaluation of Pre-Natal Screening			5						
10616		Network/Mainframe Security Memos		AC	3			AC=Date of the expiration of the memo.			
10617		Nursing - Adverse Reaction Vaccine Report		AC	7			AC=Date that adverse reaction was reported.		Vital Record.	
10618		Nursing - Master Index File	Note: to be maintained as long as companion medical records. Now in TWICES database.	AC	7			AC=Last date of service.			
10619		Oral Rabies Vaccination Program Data and Program Protocol		PM						Vital Record.	
10620		Perinatal HEP B Prevention Database		AV						Separate databases are maintained both in the regions and at central office. See AIN #10928.	
10621		Zoonosis - Animal Rabies Investigations		CE	2						
10622		Zoonosis - Approved Euthanasia Courses			5						
10623		Zoonosis - Database of Students Who Attended the Euthanasia Course			5						
10624		Zoonosis - Employee Ammo Inventory	Shows use and what was received.	AC	3			AC=Date of inventory.			
10625		Zoonosis - Field Surveillance Activities/Collections	3 copies of reports are submitted to the lab.		3					Vital Record.	
10626		Zoonosis - Negative Rabies Test Results From Various Laboratories		CE	1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10627		Zoonosis - Plague and Rabies Surveillance Files		AV							
10628		Zoonosis - Rabies Databases	Includes the Rabies Database that is a combination of the old RIR and a separate DB, with submissions dating from 1987 to 2007. Also includes Human Rabies Database, Rabies Biologicals Distribution Database, and Database of Human Deaths Caused by Animal Bites/Stings.	PM							
10629		Zoonosis - Slides of Disease Conditions	35mm slides.	US							
10630		Zoonosis - Zoonotic (Rabies) Incidence Reports	Includes non-negative test results and MABS and PCRS database.	AV							
10631		Animal Control Officer Exams and Rosters	Legislature mandates that DSHS provide training to animal control officers (ACOs) per Chapter 829 of the Texas Health and Safety Code. For ACO basic training courses, exams and rosters originate in the regions and are forwarded to central office for retention.	CE	3						HSC 829
10632		Communicable Disease Surveillance - Database		AV							
10633		Immtrac - Immunization Records and Consent (Adult - Deceased)	Upon client's death, record will be barred from access by individuals outside of DSHS. Record is maintained while it has continuing value to program.	AV						Vital Record.	
10634		Immtrac - Immunization Records and Consent (Adult)	Upon client's death, record is reclassified as #10633 Immtrac - Immunization Records (Adult - Deceased.)	AC				AC=Withdrawal of consent to be in registry.		Vital Record.	
10635	1.1.060	Audio or Video Recordings of Open Meetings	Audio and video.	AC			90	AC=Official approval of written minutes of the meeting by the governing body of an Agency.			
10636	1.1.061	Meeting - Notes		AC			90	AC=Approval of the formal minutes by the governing body.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10637	1.1.062	Meetings - Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2				A	CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
10638	1.1.063	Staff Meeting Minutes/Notes	Minutes or note, and supporting documentation, taken at internal agency staff meetings.		1						
10639	1.1.064	Performance Measures Supporting Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					Vital Record. CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
10640	1.1.065	Reports, Studies, and Surveys - Raw Data	Lab: includes newborn screening bloodspots.	AV						CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10641	1.1.066	Annual/Biennial Agency Reports (Non-Fiscal)	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC	6			AC=September 1 of odd-numbered calendar years.	A	The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
10642	1.1.067	Reports and Studies (Non-Fiscal)	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.		3				R	If report has historical relevance, send to the state archivist for review at the end of the retention period. ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E.	
10643	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC	6			AC=September 1 of odd-numbered calendar years.			
10644	1.1.069	Reports - Employee Activity and Production Reports	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.		1					CAUTION: See item number 1.1.064	
10645	1.1.070	Agency Rules, Policies, Procedures - Final	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC=Completion or termination of program, rules, policies or procedures.	R	Vital Record. SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.	
10646	1.1.071	Agency Rules, Policies And Procedures - Working Files	Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC=Completion or termination of program, rules, policies or procedures.	R	Vital Record. SEE ALSO Records Series Item Number 1.1.070.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10647	1.1.072	Public Information Reports	Reports made to the Office of the Attorney General on an agency's Public Information Act activities.		2						
10648	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC	3			AC=Last action.	R		
10649	1.1.074	Sunset Review Report and Documentation		AC	3			AC=After the subsequent sunset review.	R		
10650	1.1.075	Alternative Dispute Resolutions - Final Agreement	Final agreement described by Government Code 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC	4			AC=Date of final agreement.			Texas Civil Practice and Remedies Code, Chapter 154.071
10651	1.2.001	Records Destruction Disclosure Forms	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	3					Obsolete as of 9/1/2016.	
10652	1.2.003	Forms/Certificate History Files	Includes BRFS questionnaires for CHS.	AC	1			AC=Discontinuance of use of form.			
10653	1.2.004	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency.	US							
10654	1.2.005	Records Retention Schedule and Supporting Documentation		US							
10655	1.2.006	Records Transmittal Forms	Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC	2			AC=Date of authorization for destruction or transfer.			
10656	1.2.008	Request For Authority To Dispose Of State Records (RMD 102)	Agency copy.	FE	3					Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10657	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.		10						
10658	1.2.012	Records Inventory Worksheets		US							
10659		Records Control Materials		AC				AC=When control aid is updated, revised, or no longer needed.			
10660		Records Management Plans		US	1						
10661	1.3.001	Agency Publications	One copy of each state publication except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC+6.	AC	2			AC=Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. If item falls within another records series and that records series has longer retention, the publication is retained in at least one format until the longer retention period has been met. Retain publications on the web at least six months.	13 TAC 3.4(b).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10662	1.3.002	Publication Development Files	Photos, negatives, printing plates, artwork, slides, audio tapes, transparencies, etc. Includes work done in-house and outside the Agency.	AV					R		
10663	2.1.001	Automated Files-Data Entry, Processing Files, and Notes	Machine-readable files used in the creation, utilization, and updating of master files.	AC				AC=Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		Vital Record. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
10664	2.1.007	Software Programs/Job Control Language	Automated software applications and operating system files including job control language, program listing/source code, etc.	AC				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.		Vital Record. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
10665	2.1.008	Automation/Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC				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.		Vital Record. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10666	2.1.009	System and File Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC				AC=Until electronic records are transferred to and made usable in a new hardware or software with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		Vital Record. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
10667	2.1.010	Audit Trail Records	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC				AC=All audit requirements have been met.		Vital Record.	
10668	2.1.011	Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC				AC=Related hard copy or electronic records have been destroyed.		Vital Record.	
10669	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV							
10670	2.2.002	Computer Utilization Records - Chargeback	Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE	3						
10671	2.2.004	Computer Job Schedules and Reports	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.			3				CAUTION: These records must carry the same retention period and archival code of the records they support.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10672	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					Vital Record. CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.	
10673	2.2.011	Batch Data Entry Control Records	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC				AC=When reconciliation confirmed.			
10674	2.2.012	Computer Produced Output	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV						Vital Record.	
10675	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC				AC=No longer needed as an audit trail for any records modified.			
10676	2.2.014	Internet Cookies	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV						The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	
10677	2.2.015	History Files - Web Sites	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10678	2.2.016	Software Registrations, Warranties, and License Agreements		LA	3					Vital Record.	
10679		Employee Immunization Records	Includes immunizations, vaccinations and tests.		10					Vital Record.	
10680	3.1.018	Grievances	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC	4			AC=Settled.		Vital record maintained only by HHS-Legal. CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. SEE item number 1.1.048.	
10681		HHS Enterprise Administrative Report and Tracking System (HEART)	Includes Ombudsman Records.		5						
10682		Parking Infractions		FE	1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10683		Personnel Files	Maintained by HHS-Human Resources. Contains confidential data. Includes: 1. Personnel/Payroll Action form(s); 2. One initialed copy of each of the employee's job description; 3. One copy of the job posting used to initially hire the employee; 4. One copy of the employee's application for employment and resume or cover letters if any; 5. W-4(s); 6. Leveling authorization (prior to 1996); 7. Signed receipt forms for policy manual and specific policies; 8. Direct deposit authorization(s) or declination; 9. Performance Evaluations; 10. Prior state employment verification(s); 11. Transfer verification; 12. Savings bond enrollment form(s); 13. Recommendations for merits or bonuses; 14. Disciplinary action information (reprimands, termination letters, etc.); 15. Separation letter; 16. Thank you or recognition letters; 17. Training certificates; 18. Separating employee clearance checklist; 19. Miscellaneous (i.e. notes of overpayments or manual payrolls, etc.) 20. HHS Enterprise Computer Use Agreements.	AC	5			AC= After employee separates, terminates, or hiring decision is made.		Does not include items for employment verification, see AIN 10717	
10684		Volunteer Information Files	Volunteer information files.	FE	2					Vital Record.	
10685	3.1.006	Employee Counseling Records	Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC	3			AC=Termination of counseling.		Not included in employee master file, may be included in CAPPS. Keep this record separate from performance appraisal.	
10686	3.1.011	Employee Insurance Files	Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC				AC=Until superseded or termination of employment.		Documents that serve as payroll deduction authorizations must be retained for the retention period prescribed for 3.2.001. Because of consolidation of human resources in HHS enterprise, maintained in Agency item #10683.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10687	3.1.012	Employment Opportunity Announcements, Recruitment	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.		2					Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	29 CFR 1602.31
10688	3.1.013	Employment Contracts - Temps/Telecommuting	Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	AC	7			AC=Expiration or termination of the contract according to its terms.		Vital Record.	Government Code, 441.1855
10689	3.1.014	Employment Selection Records	Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.		2					Vital record maintained by CAPPs only. Send all records to CAPPs. CAPPs has fully assumed this functionality as of Sept 2006. CAUTION: Does not include criminal history checks. SEE item number 3.1.026.	29 CFR 1602.31
10690	3.1.019	Performance Appraisals/Journals	May contain some confidential information such as medical information, social security number, or other data protected by the privacy doctrine.	AC	5			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-Legal requested longer retention period.	29 CFR 1620.32(c).
10691	3.1.023	Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC=Until superseded or job eliminated.		Maintained in CAPPs.	40 TAC 815.106(i)
10692	3.1.024	Physical Exams/Medical Reports Required For Employees	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	2			AC=Until superseded or termination of employment.		Because of consolidation of human resources in HHS enterprise, maintained in Agency item #10683. CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10693	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC=The Criminal history record has served the immediate purpose for which it was obtained.		CAPPS assumed this functionality in May 2005. CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	
10694	3.1.029	Documentation or Verification of Employment Eligibility (eVerify)	Federal reporting form (INS I-9).	AC	1			AC=Termination of employment.		Vital Record. Except that federal regulation requires INS-1-9 forms be retained for 3 years from date of hire or 1 year after termination of employee, whichever is later. Because of consolidation of human resources in HHS enterprise, maintained in Agency item #10683.	8 CFR 274a.2(b)(2)(i)(a) and(c)(2).
10695	3.1.034	Resumes - Unsolicited	Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV						Because of consolidation of human resources in HHS enterprise, maintained in HHSC. SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
10696	3.1.035	Surety or Performance Bonds (8/31/2015 and prior)	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency.	AC	4			AC=Expiration or termination of the bond according to its terms.		Vital Record. CAUTION: Does not include construction or architectural surety bonds. SEE related item 5.1.001 Contracts and Leases	Government Code Ch. 441.1855



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10697	3.1.035	Surety or Performance Bonds (9/01/2015 and later)	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency.	AC	7			AC=Expiration or termination of the bond according to its terms.		Vital Record. CAUTION: Does not include construction or architectural surety bonds. SEE related item 5.1.001 Contracts and Leases	Government Code Ch. 441.1855
10698	3.1.036	Apprenticeship / Internship Records	Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.		5						29 CFR 30.8(e)
10699	3.1.037	Employee Recognition Records/Service Awards/Achievement Bonus Records	Forward printed copy to HHS manager for human resource records for employee master personnel file.	AC	5			AC=Termination of employment.		Because of consolidation of human resources in HHS enterprise, maintained in Agency item #10683.	
10700	3.1.038	Public Access Option Form	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024.	US						Vital Record. Because of consolidation of human resources in HHS enterprise, maintained in Agency item #10683.	
10701		Payroll Files (Vouchers, Employee Earnings Records, Employee deduction authorizations, Supporting Documents)		FE	5					Includes 3.2.001 employee deduction authorizations; 3.2.002 employee earning records. Retention period required by HHS Time, Labor and Leave.	
10702		Payroll Warrant Listings		FE	5						
10703	3.2.002	Employee Earning Records (Payroll Affidavit)		CE	5					Vital Record.	40 TAC 815.106(i).
10704	3.2.003	Federal Tax Records	(Includes 1099, W-2, FICA and Other Tax Records)	AC	5			AC=Tax due date, date the claim is filed, or date tax is paid, whichever is later.		Vital Record. Retention is based from return, paid or claim data.	26 CFR 31.6001 - 1(e)(2).



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10705	3.2.004	Income Adjustment Authorization	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	FE	5					Vital Record.	29 CFR 516.6(c).
10706	3.2.005	W-4 Forms	(Employers Copy of Employees' Withholding Exemption Certificate)	FE	5			AC=Until superseded, obsolete, or upon separation of employee.		Vital Record.	26 CFR 31.6001-1(e)(2).
10707	3.2.006	Wage Rate Tables			2						29 CFR 516.6(a)(2).
10708	3.2.007	Unemployment Compensation Records		AC	5			AC=Termination of employee.			
10709	3.2.008	Direct Deposit Application/Authorization or Exemption Forms		US						Vital Record.	
10710	3.2.009	State Deferred Compensation		AC	5			AC=All accounts with a vendor or vendors for the individual participant have been closed.		Vital Record. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the "benefits coordinator reference manual" issued by the employees retirement system of Texas.	
10711	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation.	FE	5					Vital Record.	
10712		Temporary Position Funding Information			2						
10713		Training Support Documentation	Includes photographs.	AC	2			AC=Completion of class.			
10714	3.3.001	Affirmative Action Plan	Affirmative action plans for both regular employees and apprenticeship programs.	FE	5					Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	29 CFR 30.8(e) for apprenticeship plans.



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10715		Group Insurance/Benefit Plans		US	1					Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	
10716	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force. Includes reports required by Joint Commission in hospitals.		3					Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	
10717	3.3.011	Former Employee Verification Records	(Employee History Files) (Name, Social Security Number, Exact Dates of Employment, Last Known Address, and Public Access Option Form)	AC	75			AC=Termination of employment.		Vital Record. See item number 3.1.038.	
10718	3.3.015	Position/Job Classification Review File	Job audits.	US	3					Maintained by HR Service Center.	
10719	3.3.020	Work Schedules/Assignments, Duty Rosters	Work, duty, shift, crew, or case schedules, rosters, or assignments.		1						
10720	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3					Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	
10721	3.3.023	Requests and Authorizations for Reimbursable Activities, Travel, Tuition Assistance, etc.	Includes travel records. Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE	3					Travel office assumed retention of travel requests and vouchers beginning October 2005.	
10722	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3						
10723	3.3.025	Job Procedure Records	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10724	3.3.026	Position Staffing Report/Employee Listings	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US	3					Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	
10725	3.3.027	Aptitude and Skills Tests	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US	2					CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.31
10726	3.3.028	Aptitudes and Skills Test Papers	Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.		2						29 CFR 1602.31
10727	3.3.029	Aptitude and Skills Test (Validation Records)	Records of the validation of aptitude and skills tests.	AC	2			AC=As long as the test is used by an Agency.		Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	29 CFR 1602.31
10728	3.3.030	Training Administration Records	Materials and records for in-house training of Agency personnel on policies and procedures. Training material not found in TRAIN or CAPPs. Does not include hazardous material training records.	US	2					CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.	
10729	3.3.031	EEOC Reports and Support Documentation	Includes documentation used to complete EEO reports.		3					Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.
10730	3.3.032	Equal Pay Records	Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.		3					Because of consolidation of human resources in HHS enterprise, maintained in HHSC.	29 CFR 1620.32.
10731		Family Medical Leave Act (FMLA) Documentation		AC	3			AC=End of FMLA leave period. documentation is maintained by employee's manager.		Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10732	3.4.001	Accumulated Leave Adjustment Reports	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	5						
10733	3.4.002	Leave Status Report	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	5					Vital Record. Beginning October 2005, records kept in CAPPS.	
10734	3.4.003	Less Than Full-Time Worked	Dates and hours.		4						40 TAC 815.106(i).
10735	3.4.004	Overtime Authorizations		FE	5					Beginning October 2005, records kept in CAPPS.	
10736	3.4.005	Overtime Schedules		FE	5						
10737	3.4.007	Daily Absence Reports; Time Off and Sick Leave Requests (CAPPS)		FE	5					Beginning October 2005, records kept in CAPPS.	
10738	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	FE	5						
10739	4.1	Billing Detail On Fees For Service - Medicare or Medicaid, including claims	Also known as Medicare reimbursement records, Billing Detail - Medicaid, or Claims Files (Medicaid).		7						Retention based on HIPAA requirements for Medicare-45 CFR 164.530 (j)(1)-(2).
10740		Specialized Health and Social Services - SSI Client Files (16 Yr. And No Referral to HHSC or TWC for Assistive or Rehabilitative Services)	SSI=Supplemental Security Income.	AC	3			AC=Ending date of eligibility.			
10741		WIC - Contract Formula Distribution Food Issuance Records		AC	3			AC=Date of submission of final expenditure report and all audit findings are resolved.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10742		WIC - Daily Card And Participation Log		FE	3						
10743		WIC - Health Record		AC	7			AC=Last service date.			
10744		WIC - Inventory Sheets (Food Distribution)		FE	3						
10745	4.7	WIC - Participant Records (8/31/2015 and prior)		AC	3			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10746	4.7	WIC - Participant Records (9/1/2015 and later)		AC	7			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10747	4.7	WIC - Program Records (8/31/2015 and prior)		AC	3			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10748	4.7	WIC - Program Records (9/1/2015 and later)		AC	7			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10749	4.7	WIC - Voided Cards/Vendor Reports (8/31/2015 and prior)		AC	3			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10750	4.7	WIC - Voided Cards/Vendor Reports (9/1/2015 and later)		AC	7			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10751		X-Rays (Not Tuberculosis)	Radiographic films, mammography films. Does not include the report that interprets the X-ray. The report becomes a part of the patient's medical record.	AC	5			AC=Date of x-ray.			42 CFR 482.26(d)(2).
10752		Breast and Cervical Cancer Control Program Client Eligibility Records		AC	6			AC=Date eligibility ends.			
10753		Breast and Cervical Cancer Control Program Progress Notes		AC				AC=7 years past the last date of service or until the patient turns 21, whichever is later.			
10754	5.1	Breast and Cervical Cancer Control Program Provider Enrollment Records (8/31/2015 and prior)		AC	5			AC=Date enrollment ends.			Government Code Ch. 441.1855
10755	5.1	Breast and Cervical Cancer Control Program Provider Enrollment Records (9/1/2015 and later)		AC	7			AC=Date enrollment ends.			Government Code Ch. 441.1855
10756		Breast and Cervical Cancer Control Program Test Results		AC				AC=7 years past the last date of service or until the patient turns 21, whichever is later.			
10757		Nutrition Services/WIC - Quarterly Progress Reports		FE	4					Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10758		Specialized Health and Social Services - Monthly Texas Health Steps Reports			2						
10759		Specialized Health and Social Services - Quarterly Texas Health Steps Reports			3						
10760	4.7	WIC Program Correspondence - (8/31/2015 and prior)		AC	4			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10761	4.7	WIC Program Correspondence - (9/1/2015 and later)		AC	7			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10762	4.7	WIC Self-Audits (8/31/2015 and prior)		AC	4			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year) and all audit findings are resolved. Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10763	4.7	WIC Self-Audits (9/1/2015 and later)		AC	7			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year) and all audit findings are resolved. Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10764		24/7 Quarterly Tests/After Action Reports	24/7 quarterly tests, exercises, after action reports, which includes reports distributed either internally or to other entities. If report has historical relevance, do not destroy report but send it to the state archivist at the end of the retention period.		3						
10765	4.7	WIC Travel (and Other Expenditure) Vouchers - Contracts and Leases (8/31/2015 and prior)	Includes reimbursement for travel, participation in education program, workshops, etc.	AC	4			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10766	4.7	WIC Travel (and Other Expenditure) Vouchers - Contracts and Leases (9/1/2015 and later)	Includes reimbursement for travel, participation in education program, workshops, etc.	AC	7			AC=Date of submission of final expenditures report (March 1 of following federal fiscal year). Federal fiscal year starts on October 1.			Retention period required by USDA federal regulation 7 CFR part 246.25 and Government Code Ch. 441.1855
10767	5.1	Specialized Health and Social Services - Texas Health Steps Provider Files (8/31/2015 and prior)	Includes contact information, notes on phone calls, general correspondence with providers.		5						Government Code Ch. 441.1855
10768	5.1.001	Specialized Health and Social Services - Texas Health Steps Provider Files 9/1/2015 and later)	Includes contact information, notes on phone calls, general correspondence with providers.	AC	7			AC= Termination of the instrument according to its terms.			Government Code Ch. 441.1855
10769		Birth and Death Register		PM							
10770		Blood Utilization Report			10						
10771		Charge-Out Files			10						Vital Record. 3" x 5" cards.
10772		Clinical Information System - Nu-Cams	Information is duplicated in patient records.	AV							
10773		Cooks' Worksheets				3					



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10774		Correspondence Request For Information Log	In patient correspondence request.	FE	1					Log kept in Excel by year.	
10775		Culture Confirmation by DSHS TB Program	5" x 3" form, statistical and historical information available from DSHS.		3						
10776		Daily Inpatient Census			10					Vital Record.	
10777		Daily Patient Count			5						
10778		Deceased Patient Records - Pathology	Also maintained in patient's medical records.	PM							
10779		Diabetic Meal Plans			5						
10780		Diet Consultation Sheets			2						
10781		Diet Instruction Records			1						
10782		Discharge Index			10						
10783		Disease Index			10						
10784		Dishwasher Temperature Records			5						
10785		Drug Usage Report			2						
10786		Employee Health Records (Screening)	Health records: immunizations, physical, PPD, x-rays, lab work.	AC	30			AC=Termination of employment.			OSHA 29 CFR 1910.1020 (D) (1)
10787		Food Preference Surveys		US							
10788		Food Temperature Records - Serving Line			5						
10789		Historical Volunteer Service Program Information		AV							
10790		Library Card Catalog (Patients) (Includes Health Science Library)		US						Subject, title, author, and shelf list cards 3" x 5" cards.	
10791		Manufacturer Recall Documentation		LA						Vital Record.	
10792		Master Index Files	Includes master indexes for Outpatient Clinic, Radiology Dept., and TCID.	PM							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10793		MDRTB-Multi-Drug-Resistant Tuberculosis / XDR-TB Extensive Drug Resistant Tuberculosis	Patient admission charts with MDRTB or XDR admissions.	PM						MDR/XDR charts/completed record kept in the medical records department permanent.	
10794		Medical Records - Texas Center for Infectious Disease	Includes quarantine and protective orders.	AC				AC=Later of the patient's 20th birthday or 10 years after the last date of service.		Vital Record. When the record is converted to microform the paper version may be destroyed.	Health and Safety Code Title 4, §241.103
10795		Medical Transcription		AC		6		AC=Patient's discharge from hospital.			
10796		Memorandum Of Transfer (MOT)			5					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 DSHS. The memorandum will be retained for 5 years from the date of transfer.	Title 25 Part 1 Chapter 133 Subchapter C Rule 133.44
10797		Menu and Nutritional Analyses			3						
10798		Menus		US							
10799		Mycology Specimen Results		AC	2			AC=Date of report concerning specimens. Contains patient identification.			
10800		New Number Patient Log Book		AV							
10801		Nu-Cams Orders (Dietary)				2					
10802		Nursing Administration Records			3					Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10803		Nursing Station Inspection Manual and Record			2						
10804		OPC Patient Registers	OPC = Out Patient Clinic; original maintained in financial services.		5					Vital Record.	
10805		Outpatient Clinic Medical Records			10					Vital Record.	Health and Safety Code Title 4, §241.103
10806		Patient Nutritional Records	Includes Patient Tray Monitoring, Patient Nutritional Status, Patient Consumption Records, Patient Nutritional Assessment.		5						
10807		Physician Delinquent Chart Listing			3					Vital Record.	
10808		Prepackaging Manual and Record			3					Vital Record.	
10809		Prescription Files			3					Vital Record. 4" x 6" and 3" x 8" cards.	
10810		Radiological Services Records	Radiographic films, mammography films, scans, and other image records as appropriate.	AC	10			AC=Last date of treatment.			
10811		Recipes		AV							
10812		Registers	Includes bronchoscopies/bronchograms; intensive care; recovery room; anesthesia registers.		10					Vital Record.	
10813		Request Forms - Mycology (Inpatient, Outpatient, and Region)	Transcribed to patient medical record and specimen log work sheet.			6				Vital Record.	
10814		Specimen Log Book	Reference of patients names, location and tests performed.		5						
10815		Surgical Accessions Books	In accord with hospital licensing standards adopted by Texas Board of Health July 20, 1985.		10						
10816		Surveillance Records	Includes tuberculosis surveillance cards.		5						
10817		TCID - Quality Control (Media)			2						
10818		TCID - Quality Control Records		FE	2						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10819		TCID - Quality Control Records (Chemistry)			2						
10820		TCID - Quality Control Records (Mycobacteriology)			2						
10821		TCID Blood Bank Records Receipt/Issue Logs	Includes receipt/issue logs and Blood Bank Patient Card File. Reference of patient blood type, crossmatch information, 5" x 7" cards, blood type, crossmatch, and anti-bodyscreen data.		5					Vital Record.	
10822		TCID Cytology Records	Includes Cytology Log Book, Abnormal Gynecologic Cytology Reports, Cytology Cross Index Card File.		10						
10823		TCID Serology Records	Includes Quality Control Records - Serology, Serology Specimen Log Book, and Bound volumes - record of test controls.		2						
10824		Utilization Review Forms (Medicare Patients)	(Forms retained for the purpose that Joint Commission accredits hospital every 3 years.)	AC	3			AC=End of review.			
10825		Ward Patient Diet Lists				2					
10826		Withdrawn Books/Journals and Interlibrary Loans (Health Science Library)	Includes withdrawn books (patients), main entry or book card of withdrawn books, 3" x 5" cards.	AC	3			AC=Date of withdrawal or date when loan was completed.			
10827		Working Files - Utilization and Review		FE	1					Vital Record.	
10828		Blue Cross Blue Shield Status Report			7						
10829		Current Year Admission Slips		PM							
10830		HCFA 339 Provider Cost Report Reimbursement Questionnaires			5						
10831		Hospital Discharge Data Certification Letter - THCIC			5					Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10832		Medical Records Annual Statistical Report			10					Vital Record.	
10833		Immtrac - Immunization Records and Consent (Child)	If client withdraws consent to be in registry, record will be removed and destroyed within 10 days of withdrawal of consent, even if client has not reached 18 years of age (see #10837). Records may be held up to 1 year after 18th birthday to allow time for client to submit consent for continued participation in registry. Records held for this 1 year will be barred from access by individuals outside of DSHS.	AC	18			AC=Client's date of birth.		Vital Record.	
10834		Immtrac - Immunization Records and Consent (Child and Adult - Records Obtained as Part of an Officially-Declared Disaster/Emergency)		AC				AC=5 years from end date of declared disaster if no disaster consent is on file for the registry. If consent is on file, record is maintained until consent is withdrawn.		Vital Record.	
10835		Immtrac - Provider Registration	Providers must renew every 2 years.	AC	1			AC=Receipt of new application or date of failure to receive a renewal, which ever comes first.			
10836		Immtrac - Release Immunization History	Retention period aligns with standard retention of HIPAA-covered disclosure requests.		6						
10837		Immtrac - Withdrawal of Consent		AC				AC=Date on which immunization record is removed from registry. Must be completed within 10 days of receipt of withdrawal.			
10838		Immunization Encounter Forms		AC	3			AC=After encounter investigation is closed.		Vital Record.	
10839		Informed Consent Forms Part 1			10						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10840		Informed Consent Forms Part 2		AC				AC=21st birthday or 10 years after application of the vaccine whichever is later.			
10841		Monitoring System for Adverse Events Following Immunization (MSAEFI)		AC				AC=21st birthday or 10 yrs. After incident, whichever is later.			
10842		Monthly Vaccine Reporting Forms and VFC Forms	Including monthly reporting forms C-33, vaccine order forms C-68, vaccines for children enrollment and profile forms.		5						
10843		Project Log Books		AC	3			AC=Date of completion of last project in the log book.			
10844		The Vaccine Adverse Event Reporting System (VAERS) Report		AC				AC=21st birthday or 10 years after incident whichever is later.		Vital Record.	
10845		Vaccine Recommendation by Age		US	5					Vital Record.	
10846		Yellow Fever Provider Applications and Renewals		AC	2			AC=Date on which provider becomes inactive/fails to renew.			
10847		Zoonosis - Animal Control Officer Course Attendance Applications and Attendance Acceptance Letters			1						
10848		Zoonosis - Animal Quarantine Facility Files	Includes inspection form and copy of certificate; failed inspection forms.	AC	5			AC=Date that inspection report is complete and submitted.			
10849		Zoonosis - Control Inventory Records-Rabies Vaccine		FE	5					Vital Record.	
10850		Zoonosis - Human Rabies Prophylaxis Surveillance Reports		FE	7						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10851		Zoonosis - Voided Certificates and Licenses		PM							
10852		Zoonosis - Waiver of Liability of Live Animal Use in ACO Courses			1						
10853		Zoonosis - Zoonotic Disease Investigations (Animal and Human)	Records originate in the regions and are forwarded to central office.	AV							
10854		Infectious Disease Prevention Special Projects	Since the studies are still being published, the data as a whole must be intact. Varicella, hepatitis B projects.		10						
10855		Administrative Reports (Hepatitis B Prevention Program)		AC				AC=Report is maintained to study the life cycle of virus; records must be maintained until patient reaches 21 years of age or for 10 years, which ever is longer.	R	If report has historical relevance, do not destroy report but send it to the state archivist at the end of the retention period.	
10856		Administrative Reports and Investigations (Vaccine)	Reports are maintained to study life cycle of virus.	AC				AC=Until patient reaches 21 years of age, or 10 years, which ever is longer.	R	Vital Record. If report has historical relevance, do not destroy report but send it to the state archivist at the end of the retention period.	
10857		Immtrac Executive Status Reports			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.	
10858		Immunization Publications - DSHS Record Copy	For new publications printed at HHS printing, HHS printing sends copies to state publications clearinghouse/dshs library. For new publications printed elsewhere, send copies to HHS printing for distribution to clearinghouse /library; publications dealing with immunization procedures must be retained for 10 years after they are superseded.	US	10						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10859		Zoonosis - Employee Job Mandated Immunization Records	Includes rabies titer reports.	AC	5			AC=Termination of employment. Results of titer reports, boosters, and immunizations must be sent to HHS-human resources for imaging to employee personnel file.		Vital Record.	
10860		Zoonosis - Security Clearance/ Criminal History/Background Checks	Background check documentation for eligibility to use firearms including concealed handgun license; "grandfather" approval from DSHS; acknowledgement of DPS criminal history check.	AC				AC=Has served immediate purpose.			
10861		Collection for the Sale of Vaccines		FE	3					Vital Record.	
10862		Biennial Operating Report on Automation Expenditures		FE	3						
10863		Private Physicians with Stock of Vaccine Supplied by State		FE	3						
10864		Replacement of Vaccine		FE	3						
10865		Demographic Final Worksheets			2					Vital Record.	
10866		Federal Test Results and Submissions -Quality Assurance (Select Agent)	Tests submitted to CDC and the CDC test result reports; tests submitted and performed by our biothreat and chemical threat areas.		7					For both main lab and South Texas Lab. Retention based on federal statute of limitations for prosecution.	
10867		Federal Test Results and Submissions -Worksheets (Select Agent)	Tests submitted to CDC and the CDC test result reports; tests submitted and performed by our biothreat and chemical threat areas.		7					For both main lab and South Texas Lab. Retention based on federal statute of limitations for prosecution.	
10868		Hazardous and/or Infectious Waste			3						
10869		Industrial Waste Discharge Permit	City of Austin industrial waste discharge permit part II, standards conditions, C-records retention.		3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10870		Media Production and QC Records - (State Office Lab)	Media preparation records; media QC records.		21						
10871		Micro - Food Testing Records	Records corresponding to testing (i.e. Submission forms, worksheets, reports, etc.).		15						
10872		Micro - Milk Testing Records	Records corresponding to testing (i.e. Submission forms, worksheets, reports, etc.).		5						
10873		Micro - Shellfish Testing Records	Records corresponding to testing (i.e. Submission forms, worksheets, reports, etc.).		10						
10874		Micro - Water Testing Records	Records corresponding to testing (i.e. Worksheets, reports, etc.).		5						
10875		NBS Supply Order	NBS collection kits requests. Save for submitters' inquiries.		2						
10876		QC and QA Records (Non-Human) - (State Office Lab)	QC records for arbovirus and rabies teams (instrument maintenance and QC; reagent QC test logs; QA logs; phone logs; proficiency tests; temperature logs).		5						
10877		Quality Assurance (Patients) - (South Texas Lab)	QA records for patient testing (includes instrument maintenance records and QC, reagent QC, test logs, QA logs, phone logs, proficiency tests, temperature logs, instrument calibrations).		2						
10878		Quality Assurance (Patients) - (State Office Lab)	QA records for patient testing (i.e. Instrument maintenance and QC; reagent QC; test logs; QA logs; phone logs; proficiency tests; temperature logs; instrument calibrations).		21					Frew.	
10879		Quality Assurance (Pediatric Wellness) - (State Office Lab)	QA records for pediatric screening tests (i.e. Instrument maintenance and QC; reagent QC; test logs; QA logs; phone logs; proficiency tests; temperature logs; instrument calibrations).		21					Frew.	
10880		Quality Assurance (TB) (South Texas Lab)			5						
10881		Quality Assurance and QC (Water -Environmental)	Records and documents to meet regulatory requirements (i.e. Audit reports, pt, QA, and QC records).		5						
10882		Reports (Lead Copper)	Copies of final analysis reports and submission forms issued. To meet EPA requirement.		12						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10883		Reports (Patients) - (State Office Lab)	Patient reports.		21					Frew.	
10884		Reports (Pediatric Wellness) - (State Office Lab)	Pediatric laboratory reports.		21					Frew.	
10885		Reports (Water-Environmental)	Copies of final analysis reports issued.		5						
10886		Worksheets (Asbestos)	EPA requires asbestos records be retained 30 years.		30						
10887		Worksheets (Lead Copper)	See item #10881. Contains raw data from analysis, supporting data as determined by group supervisor, QA officer/branch manager. To meet EPA requirements.		12						
10888		Worksheets (Non-Human) - (State Office Lab)	Testing records for arbovirus and rabies teams (instrument printouts and run QC; specimen processing data; test results; raw data; etc.).		5						
10889		Worksheets (Patients) - (South Texas Lab)			2					Vital Record. Retention is a cap and CLIA requirement.	
10890		Worksheets (Pediatric Wellness)	Testing records for patient tests (instrument printouts and run QC; specimen processing data; test results; raw data; etc.).		21					Frew.	
10891		Worksheets (TB) - (South Texas Lab)			5						
10892		Worksheets (Water - Environmental)	See item #10881. Contains records and raw data from analysis and supporting data to meet regulatory requirements.		5						
10893		Correspondence (Patients) - (State Office Lab)	Letters.		5						
10894		Correspondence (Pediatric Wellness) - (State Office Lab)			21					Frew.	
10895		Lab Testing Supply Order Requests - (South Texas Lab)		FE	1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10896		Test Requisitions (Non-Human) - (State Office Lab)	Including NBS THC, and other child health testing.		7					Vital Record.	
10897		Test Requisitions (Patients) - (State Office Lab)			21					Vital Record, Frew.	
10898		Test Requisitions (Pediatric Wellness) - (State Office Lab)	Including NBS THC, and other child health testing.		21					Vital Record, Frew.	
10900		Formaldehyde Environmental Monitoring (South Texas Lab)			10						
10901		Inspection Records	Includes pipette calibration records.		3						
10902		Safety Inspections, Certificates Of Certification of Biological Hoods			30						
10903		Inspection Records (Patients)	See Agency item #10878 - Quality Assurance (Patients) - (State Office Lab)	AC	3			AC=Inspection, or date of correction of deficiency, if report shows deficiency			
10904		Confidential Testing (Results Seronegative)	HIV Seronegative Confidential Test Results, Including Serology, Counseling Notes, and Risk Reduction Plan.	AC	7			AC=Last date of service or patient's 21st birthday, whichever comes later. Stored in the office.			
10905		Confidential Testing (Results Seropositive)	Hiv-Positive Confidential Test Results, Including Serology and Medical Records.	AC	7			AC=Death of the patient; stored in office.			
10906		Correctional Tuberculosis Screening Plan			5						
10907		HIV Counseling and Testing Sites - Database		AV						Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10908		HIV Medication Program- HIV Medication Applications		AC	5			AC=Death of client or inactive for 180 consecutive days.		Vital Record.	
10909		HIV Positive Anonymous Test Results (Includes Serology, Counseling Notes, Risk Reduction Plan, and Prevention Case Management Records)		AC	1			AC=Test date or last date of service; whichever comes later.			
10910		HIV/STD Program - All Sexually Transmitted Disease Intervention Records, and HIV/AIDS Disease Intervention Records, Including Investigations, Interviews, and Disease Intervention Case Management Notes		AC				AC=3 years past last date of service or patient's 21st birthday, whichever comes later.			
10911		HIV/STD Program - HIV Negative Anonymous Test Results, Including Serology, Counseling Notes, and Risk Reduction Plan		AC				AC=Given to client or retained for 90 days after test date; whichever comes first.			
10912		HIV/STD Program - Prevention Counseling Notes, Risk Reduction Plans, and Case Management Records Compiled on HIV-Positive Clients		AC				AC=For adults: 7 years after last date of service or patient's death, if known. AC=for children: 3 years after 21st birthday, even in death, or 7 years; whichever comes later.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10913		HIV/STD Program - Sexually Transmitted Disease Medical Records Containing Positive Syphilis Tests Including Congenital Syphilis		AC				AC=7 years past patient's death, if known, or 18 years from the last date of service.			
10914		HIV/STD Program - Sexually Transmitted Disease Medical Records other than Positive Syphilis Tests		AC				AC=7 years past last date of service or patient's 21st birthday, whichever comes later.			
10915		HIV/STD Medication Program - Database		AV						Vital Record.	
10916		Loan Documents (Permanent Transfer) - Equipment To Mexico		AV						Specified in policy (OS-3205, Loan of DSHS Equipment to Mexico)	
10917		Nursing - Hepatitis B Logs		AC	1			AC=Log is complete and final.			
10918		PCPE Database		PM						PCPE paper data forms are scanned or manually entered into the database, retained for six additional months and are then destroyed.	
10919		Pharmacy - Drug Destruction Sign-Offs	Expired and damaged or otherwise unusable drugs.	FE	3						Code of Federal Regulations (CFR) parts 210+211
10920		Pharmacy - General Ledger (Maintain Distribution and Inventory Balance Of Drug Stock)	Pharmacy inventory control system; includes inventory control of drugs and invoices; repackaging/relabeling control log; drug therapy management records; prescriptions; suppliers invoices and credit memos; destruction logs; batch production records.	FE	3					Vital Record.	Code of Federal Regulations (CFR) parts 210+211



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10921		Pharmacy - Temperature Charts for Refrigeration Equipment	Temperature charts for refrigeration equipment.	FE	1						
10922		TB - Communicable Disease Surveillance Forms	Tuberculosis.	AC				AC = 21st birthday or 7 yrs past last date encounter occurred, whichever occurs later.			
10923		TB - Hansen's Disease Patient Files	All Hansen's Disease patient files have research significance and have permanent retention.	PM						Maintained electronically in central office, hard copies destroyed.	
10924		TB - Medicaid Reimbursement Application Files		US						US = until superseded by new application.	
10925		TB - Monthly Correctional TB Report and Report Database			3					Received from the regions. Maintained electronically in central office, hard copies destroyed.	
10926		TB - Optional TB Air Contact Investigation Outcome Reporting Forms			3					Maintained electronically in central office, hard copies destroyed.	
10927		TB - Drug Resistant Case Files and Monthly Reports		PM						Maintained electronically in central office, hard copies destroyed.	
10928		TB/HIV/STD Case Management Data Forms - Central and Regional Office	Must be entered in perinatal HEP B prevention database. For regional office forms, an additional 6 months past AC is required for quality control.	AC		6		AC=Completed services; completed program; or designated as unavailable for follow-up. Central office forms are AC only, Regional forms AC+6 MO.			
10929		TB Incident Report			3					Maintained electronically in central office, hard copies destroyed.	
10930		TB Suspects and Case Database	From corrections.	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10931		TB/HIV/STD Surveillance/Registry Data	Includes the following databases, systems, and reports: HIV AIDS Reporting System, Adult Spectrum Of Disease, Pediatric Spectrum Of Disease, Syphilis Registry, Congenital Syphilis, STD Morbidity Reports, Survey Of Childbearing Women, HIV Family Of Surveys, TB PAM, Behavioral Surveillance, HIV Incidence, Medical Monitoring Project (MMP) database and documents, Enhanced Perinatal Surveillance, Electronic Lab Database, Behavior Documents, Incidence Documents, Cases Of Public Health Importance Forms (COPHI), Electronic Lab Paper Forms, Supplement To HIV AIDS Surveillance Documents, Supplement To HIV AIDS Surveillance (SHAS) - Database.	AV							
10932		Tuberculosis - Master Index		PM						Vital Record.	
10933		Tuberculosis - Standing Orders		AC	25			AC=Effective date of standing order.		Vital Record.	
10934		Tuberculosis Day Book (Daily Log)			1						
10935		TB - Alien A and B Waivers			1					Sent to public health regions for processing.	
10936		Tuberculosis Case Registry Records	Includes communicable disease surveillance forms (tuberculosis); Texas refugee health assessment; alien A and B waivers.	AC	3			AC=Initial data entry in surveillance database.		Record copy is located in the regions. Central office has a convenience copy	
10937		Assistance Tracking System Database		AC	2			AC=Final disposition of complaint.			
10938		Disease Surveillance - Chancroid, Chlamydia trachomatis Infection, Gonorrhea, and Syphilis (Non-Congenital) Case Reports		AC	1			AC=Date electronically entered into surveillance system.		Vital Record. Shred in house.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10939		Disease Surveillance - Congenital Syphilis Case Reports		AV						Vital Record. Requires permanent retention for medical research purposes.	
10940		Disease Surveillance - Human Immunodeficiency Virus (HIV) and AIDS Case Reports	Children and Adults. Includes death reports.	AC	2			AC=Date electronically entered into surveillance system.		Vital Record. Shred in house.	
10941		Tuberculosis Annual Report	Report needed permanently to address responses to questions from the public, local health departments, universities, or others doing research on tuberculosis.	PM							
10942		TB - Tuberculosis Case Registry/TB Waivers			50					Vital Record. TB surveillance software subset of data input into TB case registry, Winters building; retention based on needs for case management-historical information on patient.	
10943		TB - Hansen's Disease Program Acct. Files		FE	3					Vital Record.	
10944		HIV Drug Orders and Requisition Batch Reports	Creation of records started October 2002.	FE		5					Confidential information protected under VTCA health and safety code chapter 81.103.
10945		Annual Survey Of Organizational Excellence			6						
10946		Continuing Education Meeting Minutes Official		FE	2						
10947		Health Authority Appointments		AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10948		Local (County) Public Health SystEMS Development (Community Mobilization)		AC	3			AC=Activity completed.			
10949		Package Disaster Hospital		US							
10950		Program Objectives - Evaluation (Community Mobilization)		AC	3			AC=Activity completed.			
10951		Regional Quarterly Reports (Community Mobilization)		AC	3			AC=Date of the report.			
10952		Texas Law Enforcement Electronic Telecommunication System Logs			1						
10953		Disaster Incident Reports	Review periodically for historical value. If report has historical relevance, do not destroy report but send it to the state archivist at the end of the retention period.	AC	3			AC=Date of final report on the response.			
10954		Personnel Action Log Book			1						
10955		Budget Revisions		FE	3						
10956		Innovation Grant Requests for Proposals, Frequently Asked Questions and Answers	Published on website.	FE	3						
10957		Cd4 Online Management Patient Information System (COMPIS) Database. (Electronic Client Service Provision Records.)	Includes reports generated from the database.	AC	3			AC=End of Ryan White Title II contract period. Hard copy records and documents from which the database is derived must be retained according to the appropriate schedule.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10958		Child Passenger Safety Records	Includes monthly distribution reports. Liability forms, appointment sheet, screening tool, teacher and roster of education classes.		5						
10959		Family Planning Program Records	Involving use of I.U.D. or surgical implantation of contraceptive. See AIN #10970 for records not involving IUD or surgical implantation of contraceptive.	AC				AC=later of patient's 21st birthday or 7 years after last service date.			22 TAC Rule §165.1
10960		Financial Records Relating To Program Services		FE	5					Medicare/Medicaid requirements are 6 years retention.	
10961		Maternal Health Program Records		AC				AC=Infant's 21st birthday, mother's 21st birthday, or 7 years after last service date, whichever comes later.			22 TAC Rule §165.1
10962		Nursing - Day Care Referrals	Retention may vary to comply with specific statutory requirements.	AC	3			AC=Ending date of eligibility.			
10963		Nursing - Monthly Emergency Equipment Checklist			3						
10964		Nursing - Monthly Sharps Container Inspection Log			3						
10965		Nursing - Quality Assurance Review (CASA Clinic, Retrospective)		AC	3			AC=Date of records review.		Vital Record.	
10966		Nursing - Rubella Referrals		AC	2			AC=Birth of baby.		Vital Record.	
10967		Nursing - Standing Delegation Orders		US	5					Vital Record.	
10968		Pharmacy Management Records	Includes distribution drugs records (including tuberculosis drugs); inventory control of dangerous drugs and invoices; repackaging control log; drug therapy management records; prescriptions; suppliers invoices and credit memos; after hours logs; destruction logs.		2					Vital Record.	22 TAC §291.75.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10969		Primary Health Care - Eligibility Records		AC				AC=Date eligibility ends.			
10970		Regional Health Treatment Records	Includes: Adult Health Program Records, Child Health Program Records, Children With Special Health Care Needs Program Records, Family Planning Program Records Not Involving Use Of I.U.D. Or Surgically Implanted Contraceptive, Sexually Transmitted Disease Medical Records Other Than Positive Syphilis Tests, Tuberculosis Program Records, Communicable Diseases Program Records, Communicable Diseases Program Records, Infant Screening For Genetic Or Metabolic Disorders, Health Risk Appraisals, Blood Pressure Screening records, Blood Pressure Referrals, Vision, Health And Speech Screening records, Diabetics Screenings, Medical Case Management Patient Records, other Laboratory Screenings And Tests, Nursing - Case Management Records, and WIC/Nutrition Services Patient Records - Nutrition Assessment Report, Family Health Program Records	AC	7			AC=Patient's 21st birthday or 7 years past last service date, whichever comes later.			22 TAC Rule §165.1
10971		Regional Master Patient Index (Master Index Of Patients' Medical Records)		PM							
10972		Specialized Health and Social Services - CARES System Client Data		AC		3		AC=Client's 21st birthday.		Vital Record.	
10973		Specialized Health and Social Services - CARES System Contact/Outreach Data		US		3				Vital Record.	
10974		Specialized Health and Social Services - Client Case Files		AC	3			AC=Case closed.		Includes Frew records.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10975		Specialized Health and Social Services - Client Eligibility Files	Includes NBS benefits program records.	AC	5			AC=End of eligibility period.		Vital Record. KHC electronic files stored in ASKIT. Includes KHC, HAP, and CSHCN. Records can include medical reviews related to eligibility (physician assessment forms (PAF) findings). Record copy stored in 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. ASKIT and IBIS databases are owned by HHSC.	
10976		Medical Records Monthly Statistical Report		FE	5					Vital Record.	
10977		Nursing Counts of Controlled Substance		AC	3			AC=Date of the count.		Vital Record.	
10978		Outpatient Clinic Activity Monthly Report			5						
10979		Prints (Photos and Negatives)		AV						Photographic - prints and negatives.	
10980		SASCH Historical File	Hospital regulations, studies, state laws, etc..	AV							
10981		Workforce Contract Quarterly Report			5					Vital Record.	
10982		Diagnostic Related Grouping and Coding Files		AV						Vital Record.	
10983		Active and Inactive Credentials Files (On Staff Physicians)			5					Vital Record.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10984		TCID - Continuous Quality Improvement Assessments	Paper, electronic.	FE	2					Vital Record.	
10985		Staff Variances			5						
10986		TCID - Interagency Billings	Hospital is required to keep these records for five years.	FE	5						
10987		Aging Report		FE	3					Vital Record.	
10988		Laboratory Charge Cards - Pathology	Information transferred to patient accounting record.	FE	3					Vital Record.	
10989		Patient Financial Files		AC	5			AC=Last patient encounter.		Vital Record. Maintained to meet Medicare requirements.	
10990		Medicare and Medicaid Hospital and Physician Remittance Advice Binders			10						
10991		TCID Financial Records	Includes Hospital ARPB financial records, Medicare Cost Report Workpapers, Medicare Cost Report Workpapers, and Monthly Financial Statements	AC	5			AC=Date of Medicare/Medicaid reimbursement for records required by Medicare, or from date of record for non-Medicare records.		Required by Medicare, or hospital is required to retain for five years.	
10992		Annual Reports - Medicare and Medicaid	Medicare and Medicaid Annual Cost Reports.	FE	5					Required by Medicare.	
10993		Performance Audit Reports	May include physician and nursing assessments and statistics.	FE	3						
10994		Accession Records (Library)		LA							
10995		Autoclave Charts	Contains patient identification.		10					Vital Record.	
10996		Cold Storage Inventories		US							
10997		Department Autoclaving Records		AC	1			AC=Date of quality assurance review.			
10998		Hospital Materials Management/Inventory AP/GL Financial Records		FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10999		Inventory Stock Cards		FE	3						
11000		Blood Bank Maintenance Logs	Charts - temperature charts of refrigerators, freezers, and incubators.		10					Retention is CAP and CLIA requirement	
11001		Medical Waste Management Reports			30						
11003		Newborn screening medical records	Paper microfilmed at AC. Includes clinical photographs/slides.	AC	18			AC=Project Closed On 11/1/1996		Based on the retention period for infant records.	22 TAC Rule §165.1
11004		Newborn screening records	Includes hemoglobinopathy files, endocrine files, diagnosed PKU files, diagnosed hypothyroid files, metabolic files, galactosemia diagnosed, CAH files, diagnosed CAH files, diagnosed metabolic files (excluding PKU and galactosemia), galactosemia files closed and cleared, metabolic files closed and cleared, cytogenetics files and genetic services patient records.		21					Store different types of NBS screening records using this series, and indicate in TexLinX which type each box contains to keep different file types stored separately.	22 TAC Rule §165
11005		Patient dental treatment records	Includes dental referrals		5						22 TAC Rule 108.8 (Dental Examiners Rules)
11006		PHSSC - Roster of trainers and master trainers		US							
11007		Texas early hearing, detection, and intervention (TEHDI) database	Database used for epidemiological surveillance - currently outsourced.	AV							
11008		Vision, Hearing, and Spinal Workshop Evaluations		AV							
11009		Vision, Hearing, and Spinal workshop training records	Registration cards, rosters / attendance sheets	FE	5					Keep 5 years-certification period	
11010		Loan Audiometer Screening Reports			1						
11133		Food Protection Management Cards - Returned			3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
11135		Log Of FPM Instructor Certificates			3						
11297		Compliance Reviews		AC	4			AC=Completion of review.			
11298	1.1	Reasonable Accommodation Files		AC	3			AC=After termination from HHS.			
11299	1.1.056	ADA Documentation - Self-Evaluations and Plans Documenting Compliance	Includes accommodation request.		3						
11300	3.1.023	Position Description Forms	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC=Until superseded or position is eliminated.			40 TAC 815.106(i).
11301	3.1.024	Physical Examination/Medical Reports	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	2			AC=Until superseded, or employment terminated.		CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014.	
11303	3.2.001	Employee Deduction Authorization	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	5			AC=Termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.		Vital Records. Kept with employee personnel file, AIN 10683	
11304	3.4	Employee Leave File			5						
11305	3.4.001	Timekeeping Records (CAPPS)		FE	5					Leave Reports/Queries.	
11306	3.4.001	Accumulated Leave Adjustment Requests Records	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	5					Annual Leave/Lump Sum, Overtime, Payable Balances, Corrections and Adjustments.	
11307	3.3.030	Safety Training Records (Non-hazardous materials)	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US	2					Does not include hazardous material training records.	
11308	5.4	Reasonable Accommodation Files		AC	3			AC=After termination from DSHS/HHS.			28CFR35.105c



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
11309	5.4	Moving and Non-Moving Traffic Violations (Risk Management)			5						
11310	5.4	Review of Driving Record Before DSHS Employment Date (Risk Management)		AV						Office of Criminal Investigations forwards their report to the Risk Manager for retention.	
11311	5.4	Accidents with Third Party Claims Based on Violations of the Law or Ethical Standards (Risk Management)		AV							
11312	5.4	Approved Driver's List		AV							
11313	5.4	Ergonomic Reports from SORM		AC	3			AC=Implementation of SORM recommendations.			
11315	5.6.004	Driving History for Employees Licensed by Another State		AC				AC=Until superseded or until termination of employment.		Office of Inspector General forwards their report to the Risk Manager for retention.	
11316	5.4	Driving Histories of Employees		AC	5			AC=Termination of Employment.			
11317	3.4.006	Time Cards & Time Sheets			4						40 TAC 815.106(i).
11318		Radioactive Material Licenses and Sealed Source and Device Licenses/Applications		PM							
11319		X-Ray Permits		AC	12			AC =Termination of permit/license			
11320		Mammography Permits		AC	6			AC =Termination of permit/license			
11321		Laser Permits		AC	15			AC =Termination of permit/license			
11322		General License Agreement License		AC	6			AC =Termination of permit/license			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
11323		Low Level Waste Shippers Licenses		AC	6			AC =Termination of permit/license			
11324		Podiatric/Veteranary/Dental Minimal Threat Permits		AC	3			AC =Termination of permit/license			
11325		Reciprocity (RAM and X-Ray) Permit		AC	5			AC =Termination of permit/license			
11326		Complaint/Incident files - unsubstantiated		AC	2			AC=Date of case closure			
3737		Title V Client Eligibility Files		AC	5			AC=End of eligibility period		Vital Record. Record copy stored in IBIS. Paper/convenience copies kept no longer than 90 days after imaging.	
4215		CHW and Training Curriculum		US	1						
4311		Title V Client Index and Supporting Documentation	Includes client metadata in IBIS and any supporting documentation not superseded with program renewals.	AC	10			AC=End of eligibility period		Vital Record.	
5233		CHW and Instructor Training Program Rosters		AC	3			AC=Date of Training			
6117		CHW and Instructor Training Certificates		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=Date of notification that certification has expired			
6416		CHW and Instructor Incomplete or Not Approved Applications		AC	1			AC=Date of notification that application is incomplete or not approved			
6419		CHW Electronic Certification Files		AC	2			AC=Date of notification that certification has expired			
6420		CHW Electronic Not Approved Certification Files		AC	2			AC=Date on which application is approved or not approved			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 537		2. Agency Name: Department of State Health Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
6421		CHW Electronic Copies of Certificates and Identification Cards		AC	1			AC=Date of certification examination			
11340	5.2.002	Building Construction Project Files	Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC				AC = Completion of project.	R	SEE ALSO item numbers 10548 and 11341. Archival review designation is for state-owned buildings only.	
11341	5.2.028	Building Construction Contract and Inspection Records	Building construction contracts, surety bonds, and inspection records.	LA	10				R	SEE ALSO item numbers 10548 and 11340.	
11011		Personal Care Services Documentation	All documentation pertaining to eligibility determinations for the Personal Care Services (PCS) and Community First Choice (CFC) programs and case management services provided to PCS/CFC recipients.	AC	7			AC=7 years past the last date of service, or until the patient is 21 years of age, whichever is longer.			
11347	1.1	Complaint Investigations Files	May include case summary, activity log, memorandum to close, original complaint, correspondence, and any additional documentation	AC	3			AC=Investigation complete/closed			
11348		Preventative Medicine and Public Health Residency Records	Records for individuals who completed their residency requirement at DSHS. Used to verify residency training.				75				
11346		Relevant Agency Data (RAD)	Non-record material stored as part of the FREW legal hold.	AC	1			AC = Closure of litigation.			
11339		Specialized Health and Social Services - Case Management Records	All documentation pertaining to case management with non-traditional clients, clients referred by the Newborn Screening Unit in Austin, and/or clients who receive CSHCN-SP only (excluding clients who are eligible for Medicaid and/or PCS/CFC).	AC				AC=7 years past last date of service or patient's 21st birthday, whichever comes later.			