

June 13, 2024



Wendy Benestante
HHS Records Management Officer
Department of State Health Services
1911 1100 W 49th St (RDM), STE M761A
Austin, Texas 78756

Dear Ms. Benestante,

Amendment 5 of the 4th recertification of your agency's records retention schedule is approved for use as of **6/11/2024** 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

Sebastian Loza
512-463-0188
sloza@tsl.texas.gov

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

Sincerely,

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

Craig Kelso
Director and State Records Administrator

Director and Librarian
Gloria Meraz

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 Jenny Alexander
Name (Print or type) Jenny Alexander
Date 07/13/2023

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) Not Required at This Time
Date

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

Signature Gloria Meraz
Name (Print or type) Gloria Meraz
Date 6/11/24

Cert/Recert No. 4 Amendment No. 5

CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).

State and Local Records Management Division
Texas State Library and Archives Commission
(Rev. 7/20)





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	Partial of complete acknowledgement of paternity.	PM						Vital Record. Filed electronically.	1 TAC 55.404; Texas Health and Safety Code, 192.012
*10002		Evidence files on Adoptions	Evidence used to make changes to adoptions records. Known as "sealed files".	PM						Vital Record. Kept on site permanently.	



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		Evidence files on Paternities	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.	Texas Health and Safety Code, 192.005-6; Texas Health and Safety Code, 192.012
*10005		Adoption Case Records from Closed Child Placing Agencies	Records transferred to Vital Statistics Section (VSS) 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.	
*10008		Application for Marriage License	Applications for Marriage Licenses sent in to VSS by county and district clerks in the county where the license was issued. Record may include affidavit of absent applicant where applicable or a declaration of informal marriage.	PM						Vital Record. Includes Microfilm; used for historical research; Paper is microfilmed and then destroyed, Microfilm is retained permanently.	25 TAC 181.25, Texas Health and Safety Code 194.0011
*10009		Birth and Death Certificate Amendment Applications	Signed portion of the amendment application.	PM						Vital Record. Amendment applications are digitized, paper copies kept FE+3 (with the processor paperwork), TIFF image is kept permanently.	Texas Health and Safety Code, 192.011
*10012		Certificates of Birth (Includes Amendments Or Changes)	A birth record is a vital document that records a person's birth.	PM						Vital Record. Used for historical research. Microfilm, paper, and electronic formats.	Texas Health and Safety Code, 192.003
*10013		Certificates of Death (Includes Amendments or Changes)	A death record is a vital document that records a person's death.	PM						Vital Record. Used in historical research. Microfilm and paper kept permanently.	25 TAC 181.14; 25 TAC 181.30; Texas Health and Safety Code, 193.001-4
*10022		Evidence files on 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 Section.	PM						Vital Record. Kept on-site for 6 months, then sent to SRC for permanent storage.	25 TAC 181.62-63; Texas Health and Safety Code, 191.021-027
*10023		Fetal Death Certificates	A fetal death record is a vital document that records a fetal death (stillbirth).	PM						Vital Record. Paper and electronic records.	25 TAC 181.7



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				
*10024		Consular Report of the Death Abroad	Reports of death of Texas residents where the location of death was outside of United States. Also called Consular Report of the Death of an American Abroad.	PM						Used as supporting documentation for flagging birth certificates of deceased persons. Kept in electronic format only.	7 FAM 226 (U.S. DOS); Texas Health and Safety Code 191.034
*10025		Health, Social, Education and Genetic History Reports (HSEGH)	In 1984, Texas started collecting Health, Social, Education, and Genetic History (HSEGH) information on birth families if the child was being privately placed without the aid of an agency.	PM						Vital Record. See Texas family code for full description of detailed health information contained in this report.	25 TAC 181.32 ; Texas Family Code 162.005-6
*10026		Historical or Genealogical Records	Records that have been transferred to the custody of the Vital Statistics Section that are retained for their historical or genealogical merit only.	PM						These records CANNOT be used to issue certified copies or as supporting documentation.	
*10029		Historical Birth Indexes	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. Microfiche and paper. Records from 1903-2005.	25 TAC 181.23
*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. Microfiche and paper. Records from 1903-2005.	25 TAC 181.23
*10031		Historical Indexes for Genealogical Records, Irregulars, Service Deaths, Military Service Records	Indexes for historical collections of records that VSS maintains.	PM						Historical indexes kept in card file at Vital Statistics Section.	25 TAC 181.23
*10032		Historical Indexes for Marriages, Divorces	Indexes of marriage and divorce applications housed in VSS.	PM						Vital Record. Computer output; microfilm.	25 TAC 181.23
*10035		Notice of Intent to Claim Paternity	An application to rescind an Acknowledgement of Paternity.	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				
*10037		Reports of Divorce or Annulment of Marriage; Suits Affecting the Family Relationship	Reports documenting divorce or annulment; reports documenting divorce with children involved.	PM						Vital Record. Includes microfilm. Paper is microfilmed and then destroyed, microfilm is retained permanently.	Texas Health and Safety Code, 194.001-2
*10038		Rescission of Acknowledgement of Paternity	An application to rescind an Acknowledgement of Paternity.	PM						Electronic record.	
*10041		Supplemental Evidence Files (Suspected Fraud)	Documentation retained for cases of suspected fraud for vital records.	PM						Files stored with Special Investigations Unit (SIU) under the senior advisor to the Commissioner.	
*10046		Voided Security Paper	Voided certified copies of certificates.	AC		1		AC= Date void action performed.			
*10047		Voluntary Adoption Registry Applications	Voluntary registry that provides a way for adult adoptees, birth parents, and biological siblings to be matched with family members that have applied to the registry. Includes withdrawn applications.	PM						Vital Record.	25 TAC 181.45
*10051		Customer Applications - Amendments and Issuance Requests & CCI/Paternity Registry/AOP Inquiries	Used as supporting documentation for administration of vital records.	FE	3					Vital Record.	Texas Health and Safety Code, 191.
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					



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				
10060		Federal Milk Market Report (Butterfat Content Of Dairy Products)			3						
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						
10066		Lead Notification Files	After 11/1/2011, see #10084 for all notifications.	AC	2			AC=Project end date.			
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						



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				
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						
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.			
10087		VERSA Regulation Reports		AV							
*10090		Environmental and Sanitation Licensing Documentation	Includes asbestos, lead, hazardous consumer products (HazPro), abusable volatile chemicals (AVC), tattoo, body piercing and youth camps. Also includes all exam and training documentation.	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.	



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				
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.			
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						



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				
10108		Premature Death File		AV							
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							
*10165		Fluoridation Program Files	Records related to the Fluoridation program, including database and Program Application Files.	AC	10			AC= Closure of program, 8/31/2021.		Program ended 8/31/2021.	
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							
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.	
10201		Nuclear Regulatory Commission/ General Correspondence		PM						At calendar end, microfilm and destroy hardcopy. Permanent retention is 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				
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.	
10213		Seafood and Aquatic Life - Partnership Agreements		AC	7			AC=Expiration or termination of the instrument according to its terms.			
*10216	4.1	Tobacco Settlement Permanent Trust Account	Back-up documentation for comptroller's dispersal of accounts. Reports, claims, reviews, audits.	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				
*10217	4.1	Travel Itineraries for DSHS (Airline Tickets Booked)	Electronic records kept in program -Travel area. Used to audit travel vouchers and track tickets.(Claims)	FE	2					Retention is based on federal guidelines.	Texas State Comptroller's TexTravel General Provisions
*10220	4.1	Audits and Warrants Back-Up Documents	Includes travel advance; warrant cancellations.	FE	4						
*10223	4.1	Deposit Instruction	Includes list of remits deposited, scan backup on S drive	FE	4						
*10232	4.1	Federal Fund Cash Drawsheets	Supporting documentation for Federal draws. Updated list of all federal fund subaccounts for DSHS. Identifies which grants and how much is being drawn for daily and is attached to the deposit record for audit purposes.	AV							Government Code Ch 441.189 AA-3200
*10234	4.1	Literature Invoices/Remittance Advices	Programs receive Remittance Advice from Cash Receipts	AV							
*10235	4.1	USAS DAFR Reports	DAFR3631; various DAFRs used by CRB; Daily reports used for managing AP processes.	AV						Vital Record.	Government Code Ch 441.169
*10247	4.1	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						
*10250	5.1.014	Office Procedures	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency, e.g. agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US	1					Vital Record.	
*10251	3.3	Biennial Survey Of Employee Engagement	Survey of DSHS employees conducted every two years.		6						
*10253	4.7.008b	Grant Records - Non-Awarded	Non-awarded, denied, or unfunded grant applications and proposals where DSHS applied for grant funding from external sources and DSHS was not awarded the grant.	AC	2			AC= Date of notification.		For records of unsuccessful applications received by DSHS for grant funds being awarded by DSHS, see AIN 10525.	



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				
*10254	1.1	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, or disposition of complaint, as approved.			45 CFR 164.530 (j) (1)-(2)
*10257	1.1	Advisory Council/Committee Membership Applications	Applications for membership on DSHS advisory committees. Includes applications for individuals appointed to committees and for individuals not appointed.	AC	2			AC= End of term on council/committee or date of decision not to appoint.			
*10259	1.1	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	1.1	Legislative Contact Information	Contact information for legislators, legislative staff, and constituents needed to conduct Government Affairs functions, including casework, inquiries, notifications, etc.		5						
*10261	1.1	Legislative Inquiries, Notifications, and Correspondence	Inquiries and associated information received from legislative and executive offices. Notifications are information shared with legislative and executive offices related to various DSHS activities, including legislative report completion, periodic updates regarding DSHS program activities, infectious disease response, and other items.		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				
*10263	1.1	Open Records Requests (Not Including HIPAA)	Includes all correspondence and documentation relating to requests for records that are furnished to the public or excepted under the Public Information Act (Chapter 552, Government Code). Also includes withdrawn requests and requests provided to the legislature under section 552.008. Includes Open Records Tracking System.	AC	2			AC= Date request is fulfilled, request is withdrawn, or requester is notified that the records are exempt.		Records maintained by HHS Office of Chief Counsel on behalf of DSHS. Includes RSINs 1.1.020 and 1.1.021.	
*10264	1.1.076	Subpoena (DSHS not a party to Litigation)	Subpoenas for production of evidence produced for litigation in which the state agency is not a party. Includes legal documents requiring recipient to appear in court to testify, or to produce records to be used in litigation.	AC	2			AC= Date request fulfilled.		Records maintained by HHS Office of Chief Counsel on behalf of DSHS. For subpoenas related to litigation in which the state agency is a party, see AIN 10284.	
*10265	1.1.002	Audits - Internal/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 State Auditor's Office (SAO) retains any copies of its audits performed on Texas state agencies. See AINs 11464 and 11465 for Audit Plan records.	
*10266	1.1.004	Legislative Appropriation Requests (LAR)	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC= September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Legislative Appropriation Requests must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(3)(A). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	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				
*10267	1.1.006	Complaint Files and Consumer Complaints	Complaints and other unsolicited feedback received by an agency from the public concerning the agency and records pertaining to the resolution of complaints. Complaints received about contractor or provider services should also be retained by the contract manager as part of the contract monitoring record (see AIN 10533).	AC	3			AC= Date of receipt, action taken, or final disposition of the complaint, whichever comes last.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of AIN 10284.	
*10268	1.1.007	Administrative Correspondence	Incoming/outgoing and internal leadership, supervisory, managerial, executive, administrative, substantive, and other high-level correspondence in any media, including electronic communication, 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. Includes internal memos re: development and admin of agency policies, procedures, programs, and other major transactions.		4				R	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 AIN 5004 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 AIN 10267; a letter concerning an audit for that prescribed by AIN 10265, etc. See also AIN 10271.	
*10269	1.1.008	General Correspondence	Non-administrative incoming/outgoing and internal correspondence, in any media, including electronic communication, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					See comment to AIN 10268. See also AIN 10270.	



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				
*10270	1.1.010	Directives: Routine Issuances, General Administrative & Office Procedures	Any document that officially initiates, rescinds, or amends general office procedures.	US	1					Vital Record.	
*10271	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US	3				A	Vital Record.	
*10272	1.1.013	Calendars, Appointment and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE	1				R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, agency heads, and board or commission members require archival review. Contact the State Archives when these records have met their retention periods. 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.	



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				
*10273	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions. 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, or opinions rendered for Public Information Act Requests. See AINs 10284 and 10263. ARCHIVES NOTE: Opinions and advice 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.	
*10275	1.1.019	Public Relations Record	News, press releases, marketing files and collateral, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, audiovisual records and the Commissioner's Commentaries.		3				R		
*10276	1.1.023	Organization Charts	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US					A	ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the Archives and Information Services Division, Texas State Library and Archives Commission. Organizational charts showing division/department level detail are not considered 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				
*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 neither included in nor 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	ARCHIVES NOTE: Data processing planning records are not archival.	
*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= Date of publication in the Texas Register.			
*10279	1.1.027	Legislative Documents (Proposed Legislation, Hearing Summaries)	Drafts of proposed legislation and related correspondence. Includes various documents developed during Texas Legislative Sessions. These may include responses to proposed legislative drafts, summaries of hearings attended by the agency, etc.	FE	3						
*10280	1.1.038	Surveys and Questionnaires	Surveys soliciting feedback from customers, clients, or stakeholders of an agency, and the statistical data maintained rating an agency's performance.	AC				AC= Final disposition of summary report, or date of decision not to produce a report, as applicable.		See AIN 10642 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	2			AC= End of event, until superseded, or obsolete.	R	ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review.	
*10283	1.1.043	Training Materials	Instructional materials and other records developed by an agency associated with training the entities or non-personnel individuals it regulates or serves, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in external training programs.	AC	1			AC= Close of training session, after training materials superseded, or termination of training program, as applicable.		See AIN 10728 for internal personnel training materials. CAUTION: Does not include hazardous material training records. See also AIN 10590.	



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				
*10284	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	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 (or of a court on appeal, if applicable) in a lawsuit.	R	Vital Record. Records maintained by HHS Office of Chief Counsel on behalf of DSHS. All statutes of limitations must be met before the file is closed. Review before disposal. 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 (TEC).	AC				AC= Report filed with the Texas Ethics Commission, or date quarterly report would have been filed when the agency has no information to report.			
*10286	1.1.055	Strategic Plans	Operational strategic plans, which include descriptions of information resources programs, prepared in accordance with Government Code, 2054.095 and 2056.002. Includes working files and related documentation used in creating the final plan.	AC	6			AC= September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(C). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
*10287	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.		3					Records maintained by HHS Office of Civil Rights on behalf of DSHS.	28 CFR 35.105(c).



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				
*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.	AC				AC= Purpose of record has been fulfilled.		CAUTION: Records management officers should make certain records 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 or in records disposition logs (AIN 10657), but agencies should establish procedures governing disposal of these records as part of its records management plan (AIN 10660).	



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	Open Meetings, Agendas and Minutes of	Agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Chapter 551, Government Code.	PM					A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and AINs 10290, 10635, 10636, and 10637 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	Closed Meetings, Agendas and Minutes or Audiovisual Recordings of	Agendas, minutes, or audiovisual 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 AIN 10289.	Government Code, 551.104(a).
*10293		Food & Drug Section - License Renewal List	List of business locations that have opened license renewal applications.		2					Vital Record. Paper scanned, then destroyed. Electronic media kept for balance of retention period.	
*10294		Food & Drug Section - Licensure Account Files	Remittance listings for Milk & Dairy, Public Sanitation Retail Food Safety, Foods, Drugs and Medical Devices, Tattoo, Salvage, Certificate of Free Sale and Sanitation, Inspection Fee, Seafood and Aquatic Life, Food Handler, and Certified Food Manager Providers.		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		Food & Drug Section - Licensure Applications (Includes Free Sale/Origin Applications)	Initial, renewal, amendment, upgrade, and change of ownership paper, scanned, and virtual applications. Covers the following programs: Milk & Dairy, Public Sanitation Retail Food Safety, Foods, Drugs and Medical Devices, Tattoo, Salvage, Certificate of Free Sale and Sanitation, Inspection Fee, Seafood and Aquatic Life, Food Handler and Certified Food Manager Providers.	FE	2					Vital Record. Paper scanned, then destroyed. Electronic media kept for balance of retention period.	
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		Hazardous Consumer Products Registration	Initial and renewal registration applications for Hazardous Consumer Products (General Hazardous Consumer Products, Toys & Games for Children, Balloons/ Small Balls/ Marbles, Art Materials).	AC	2			AC= Expiration date of license or permit.			Required under V.C.S. 4476-A
*10305		Food & Drug Section - Voided Licenses	Licenses that cannot be issued due to errors.	AC				AC= Date of voiding.			
*10306		Environmental Section - Youth Camp License Issuance List and Voided Licenses	The list is a compilation of issued Youth Camp and voided licenses.	FE	2						
*10307		Environmental Section - Roster and Training Documentation	Roster and training documentation submitted by training providers after completion of classes related to lead and asbestos.	AC	1			AC= Received date.		Includes photographs.	
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.	



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				
10312		Enforcement Files for Unlicensed Facilities			3						
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.			
*10317		Inspection Reports and Related Correspondence Attorneys General	AG referrals, warning letters and responses.	AC	5			AC= Date of court order or date AG dismisses case.			
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 enforcement cases.	AC	5			AC= Compliance with terms of enforcement.			Texas Civil Practices and Remedies Code §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.			



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				
10327		MAB Master Name File (Driver's License Files)			75						
*10328		Medical Advisory Board (MAB) Records	Records reviewed by the Medical Advisory Board (MAB) to determine if an individual has a medical condition that would prevent them from driving.		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						
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						



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				
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							
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						
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.			



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				
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.			
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							
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						



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				
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						
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							



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				
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						
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						



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				
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							
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.	



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				
*10482	4.1.001	Accounts Payable Information	Claims; invoices; statements; copies of checks and purchase orders; expenditure authorizations; ledgers; encumbrance, purchase, general journal, expenditure, and special vouchers; and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other expenses. May include Billing Detail on Fees for Service, Cashier Microfilm, Cashier Microfilm / Scanned Images, USAS Vouchers and Supporting Documents, Cash Processing Control Records, Cash Control Daily Printouts/Back-up, Cash Room Listing of Daily Remittance, Cashier Back-Up Documents, Travel Advance Cash Receipt Log, Documents of Origin Entry, Receipts (Journals and Registers), Expenditures (Journals and Registers), Voucher Registers, Warrant Registers, and Monthly Summaries.	FE	3					Vital Record. NOTE: This series applies only to records held by DSHS Accounting and peripheral Accounting areas for the purposes of completing accounts payable processes. Purchasing documentation tied to a contract or purchase order must be retained by the contract manager as part of the contract administration record (see AIN 10533). Purchasing documentation tied to a grant must be retained by the program as part of the grant record (see AIN 10525).	
*10487	4.1.006	Investment Transaction Files	Records documenting the investment of any public funds that evidence the investment of such funds, the cancellation or withdrawal of investments, and similar activities.	FE	5					See AIN 10507 for reports associated with investments.	



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				
*10503	4.1.009	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by a state agency and its collection or receipt. May include Billing Detail on Fees for Service, Cashier Microfilm, Cashier Microfilm / Scanned Images, USAS Vouchers and Supporting Documents, Cash Processing Control Records, Cash Control Daily Printouts/Back-up, Cash Room Listing of Daily Remittance, Cashier Back-Up Documents, Travel Advance Cash Receipt Log, Documents of Origin Entry, Receipts (Journals and Registers), Expenditures (Journals and Registers), Voucher Registers, Warrant Registers and Monthly Summaries	FE	3					Vital Record.	DSHS Policy FS-1146
*10507	4.5.002	Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, investment performance reports, printouts/reports from Comptroller, journals and ledgers monthly print-Outs/reports, internal fiscal management reports: cash available worksheets, annual report work papers, payroll reports.	FE	5					CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See AIN 10524/10525.	Government Code Ch 441.189



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 Reports	Annual Financial Reports (AFR) required by the General Appropriations Act (100 Day Report).	AC	6			AC= September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Annual Financial Reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(a). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period. CAUTION: If an agency does not produce a biennial or annual narrative report as described in AIN 10641, 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.	
*10510	4.9.001	Annual Operating Budgets	Required by the General Appropriations Act. Includes encumbrances and documentation about budget transfers and revisions, as well as detail charts of accounts.	FE	3					Vital Record.	
*10511	4.5.007	USAS Reports – Daily/Monthly	Periodic reports compiled from information entered into the Uniform Statewide Accounting System (USAS).	AC				AC= Date on which property is reportable.			Property Code, Section 74.103(b).
*10513	4.5.009	USAS Reports - Annual	Yearly report compiled from information entered into the Uniform Statewide Accounting System (USAS).	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				
*10517	4.7.001	Accounting Policies and Procedures	Records documenting the internal and external procedural requirements with respect to the accounting department of a state agency.	US	3					Vital record.	DSHS Policy FS-1146
*10519	4.7.003	Uncollectible Accounts	Records of accounts deemed uncollectible, including write-off authorizations and returned checks, warrants, and drafts.	AC	3			AC= Date account deemed uncollectable.			
*10520	4.7.004	Capital Asset Records	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property.	LA	3					Vital Record. Records maintained by HHS Business and Regional Services - Asset Management on behalf of DSHS.	
*10521	4.7.005	Miscellaneous Claim Files	Records documenting requests for payment of a sum of money according to the terms of a policy or contract.	AC	3			AC= Resolution of claim.		Vital record. Record is maintained by DSHS Accounting per the Comptroller of Public Accounts and is not considered part of the contract 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				
*10525	4.7.008a	Grant Records - Awarded	This series documents state, federal, and other sponsored 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. Funds Control and Management Branch (FCMB) is the office of record for the Notice of Grant Award. Convenience copies of additional grant records may be made available through the FCMB SharePoint site at FCMB's discretion, but DSHS program staff are responsible for retaining all grant records beyond the Notice of Grant Award for the full retention period. 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 § 441.1855.
*10527	4.7.010	Long-Term Liability Records	Records documenting financial obligations of a state agency that are not payable within one year of the date of the balance sheet, including debentures, loans, deferred tax liabilities, bonds, and pension obligations.	AC	3			AC= Retirement of debt.		Vital record.	
*10529	4.7.012	Signature Authorizations	Establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	4			AC= Until superseded, date of expiration, or termination of employee, whichever sooner.		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				
*10533	5.1	Contracts and Contract Administration Records	Contracts, leases, and agreements include memoranda of understanding, volunteer records (where there is a formal agreement between the volunteer and the DSHS), real estate contracts, employment contracts, settlement agreements, 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, correspondence, attestation letters, claims, insurance policies, and waivers of liability (including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by state agency policies, etc.), and any other records used for contract monitoring. Contract managers are required to maintain invoices and supporting documentation as part of this record series. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide.	AC	7			AC= Expiration or termination of the instrument according to its terms.		Vital Record. Some records maintained by HHS Procurement and Contracting Services on behalf of DSHS. NOTE: Retention is 7 years except where a longer retention is expressly required by a specific contract. For contracts in SCOR this means as soon as (real time) the SCOR Contract Close Out sub-module is completed, SCOR will start counting the 7-year retention period. If, for any reason, the contract record is opened (ex: failure to upload a document) and then closed, SCOR will start counting the full 7-year retention period again from that day. Most contract records active on or after 08/31/2017 are maintained in SCOR (System of Contract Operation and Reporting). Most contract records which expired on or before 09/01/2017 are maintained in HCATS (HHSC Contract Administration & Tracking System). For revenue generating contracts, the record retention period begins	Government Code § 441.1855.
*10534	5.1.003	Delivery Reports	Records documenting incoming or outgoing deliveries, including through private courier services.			2					
*10535	5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves.	US						Vital Record.	
*10536	5.1.005	Postage/Mail Data	Records and reports of postage expenses, including postal meter usage.	FE	3					Records maintained by HHS Business and Regional Services on behalf of DSHS.	



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				
*10537	5.1.007	Requisitions for In-Agency or Inter-Agency Copy/ Printing Service	Includes word processing and data processing.	AV						Records maintained by HHS Business and Regional Services on behalf of DSHS.	
*10538	5.1.010	Licenses and Permits for Non-Vehicles	Licenses and permits obtained from external agencies or organizations in order to perform operations.	AC	2			AC= Expiration date of license or permit.		Vital Record. Some records maintained by HHS Business and Regional Services on behalf of DSHS. CAUTION: Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	
*10539	5.1.011	Photocopier and Telefax Usage Logs and Reports	Registers or logs of print copies and fax transmissions made by user or in total.	AV							
*10540	5.1.012	Charge Schedules/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						
*10542	5.1.013a	Insurance Policies	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.	AC	7			AC= Expiration or termination of the policy according to its terms.		Vital Record (not vital after closure). NOTE: This does not include insurance policies purchased by a vendor to meet the requirements of a contract with DSHS (see AIN 10533).	Government Code, 441.1855
*10544	5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service (USPS) or by private couriers.	CE	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	5.2	Temperature Records (Refrigeration Equipment)	Temperature records, charts, or other documentation for refrigeration equipment.	FE		1					
*10547	5.2.001	Appraisals - Building or Property	Assessments or evaluations of the value of state-owned buildings or property.	AV					R	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				
*10548	5.2.003a	Building Plans and Specifications – State Owned	Includes architectural and engineering drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of state owned facilities, structures, infrastructure, and systems.	LA	20				R	Vital Record. Some records maintained by HHS Business and Regional Services on behalf of DSHS. See AINs 11340 and 11341.	
*10549	5.2.004	Building Space Requests	Records documenting building space requests and approvals. Information on request forms may include but is not limited to: the building and room; the reason for the change; parties involved in the request; date of request and approval.		1					Some records maintained by Business and Regional Services on behalf of DSHS.	
*10550	5.2.005	Calibration Records (Equipment or Instrument)	Records documenting the determination, checking, or rectifying of any instrument giving quantitative measurements.		5					Vital Record. CAUTION: Some equipment and instruments may require longer retention period. State agencies must determine if longer retention period is required based on the type of equipment or instruments they use within their agency.	
*10551	5.2.006	Inventory and Property Control Records	Records documenting the inventorying, maintenance, usage, checkout, and disposal of supplies, equipment, and property of a state agency. Includes lost, stolen, and damage reports.	FE	3					Vital Record. Some records maintained by Business and Regional Services on behalf of DSHS. See AIN 10553 for the maintenance logs of individual pieces of equipment.	
*10553	5.2.008	Inspection, Repair, and Maintenance Records – Equipment	Equipment history file, which may include logbooks and requests for installation, moves, service, repair, etc.	LA	3					Vital Record. For service agreements or contracts related to equipment repairs and service, retain in accordance with AIN 10530/10531. For vehicle maintenance records, see AIN 10603.	
*10555	5.2.010	Equipment Manuals		LA						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				
*10556	5.2.011	Equipment Warranties		AC	1			AC= After equipment is disposed of or warranty has run out.		Vital Record.	
*10558	5.2.012	Estimate Files (Supply and Repair Cost Estimates)	Quotes for minor construction and repair projects and supplies. Includes supporting documentation, as applicable. This series is only for estimates that do not result in a purchase. Estimates that result in a purchase must be retained with the records for the associated contract or purchase order (see AIN 10533).		1						
*10561	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC= Transfer of information into annual listing.		See AIN 10551 for annual inventory listing.	
*10563	5.2.018	Quality Control Reports	Documentation and reporting on adherence to procedures that ensure quality of a process, product, or service.		2					See AIN 10675 for quality control records related to IT procedures.	
*10564	5.2.019	Service Orders	Requests or work orders for repairs or maintenance to facilities, vehicles, or equipment completed by internal agency personnel or external service providers.		1						
*10567	5.2.022	Utility Usage Reports	Any type of usage report or log used to monitor utilities such as gas, electric, water, etc.	AV						CAUTION: Does not include utility usage reports for agencies that operate their own utilities.	
*10569	5.2.024	Equipment Descriptions and Material Specifications	Equipment and material descriptions and specifications that may include but are not limited to detailed descriptions; lists of raw materials and ingredients; physical characteristics of items; special handling procedures; or technical drawings.	AC	2			AC= Equipment or material is no longer in the agency.		Vital Record.	
*10571	5.2.026	Facilities Reservation Logs	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	Reports summarizing efficiency of facility space utilization, which may include data on room usage, demand, allocation, and capacity.	AV							
*10575	5.3.003	Freight Claims	Freight or cargo claims against carrier for damage or loss to a shipment.	AC	2			AC= Resolution of claim.		Some records maintained by HHS Business and Regional Services on behalf of DSHS.	43 TAC 218.61(d); 49 USC 14706(e).



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				
*10576	5.3.004	Shipping Information	Shipping information, including order acknowledgements, packing slips, and related documentation.	AV						Some records maintained by HHS Business and Regional Services on behalf of DSHS. CAUTION: Some shipping information may require longer retention period. State agencies must determine if longer retention period is required based on the type of materials shipped to or from their agency.	
*10579	5.3.007a	Procurement Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, bid tabulation /evaluations, HUB subcontracting plans, and procurement-specific non-disclosures. Contract solicitation document includes any document, whether in paper form or electronic form, that is used by a state agency to evaluate responses to a competitive solicitation for a contract issued by the agency. Electronic document means: (A) information that is created, generated, sent, communicated, received, or stored by electronic means; (B) the output of a word processing, spreadsheet, presentation, or business productivity application.	AC	7			AC= Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		Records maintained by HHS Procurement and Contracting Services on behalf of DSHS. As of 9/1/2019, a contract solicitation document that is an electronic document must be retained in the document's electronic form. A state agency may print and retain the document in paper form only if the agency provides for the preservation, examination, and use of the electronic form of the document, including any formatting or formulas that are part of the electronic format of the document. Procurement specific non-disclosures are maintained in SCOR, under the procurement section of the contract; a copy of the form is maintained in PCS SharePoint. See also AIN 10533.	Government Code § 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					CAPPS Financials is the system of record for purchases at DSHS. Reports exported from CAPPS Financials can be considered convenience copies if the report is not needed as part of a separate record series and can be recreated from the system when needed.	
*10581	5.3.009	Requests For Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				AC= Decision not to proceed with the procurement.		See AIN 10263 for open records requests. CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with AIN 10579.	
10583		Copy of Moving and Non-Moving Traffic Violations			2					Kept with Performance Appraisals.	
*10584	5.4.014a	Accident Reports – Adults	Reports of accidents to adults on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	3			AC= Date of report, or if a claim is filed, after settlement or denial of claim, whichever applicable.		Records maintained by HHS Emergency and Risk Management on behalf of DSHS.	
*10586	5.4.001	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency.	CE	5					Vital Record. Records maintained by HHS Emergency and Risk Management on behalf of DSHS. See AINs 10584 and 11459 for non-employee accidents.	29 CFR 1904.33; 28 TAC 120.1(c).
*10587	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	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				
*10588	5.4.003	Safety, Drill, and Inspection Records	Fire, safety, and emergency drill, alarm, and other inspection records of agency facilities and equipment, including orders issued by inspectors to correct deficiencies in compliance with any code or regulations.	AC	3			AC= Date of drill, alarm, inspection, or date of the correction of deficiency, whichever applicable.		CAUTION: Does not include inspection reports of building construction. See AIN 11341.	
*10590	5.4.007	Hazardous Materials Training Records	Records of training given to employees in an agency hazard communications program. May include but is not limited to date of class, roster of attendees, subjects covered, and instructors.		5					Vital Record. See AIN 11471 for individual employee training records.	Texas Health and Safety Code, 502.009(g).
*10591	5.4.008	Hazard Communication Plans	Plan that provides information to employees about the hazardous chemicals to which they may be exposed to in their workplace.	US	5					Vital Record.	Texas Health and Safety Code, 502.009(g).
*10592	5.4.009	Workplace Chemical Lists	List of each hazardous chemical normally present in the workplace.		30					Vital Record.	Texas Health and Safety Code, 502.005(d).
*10593	5.4.010	Safety Data Sheets	Safety Data Sheets (SDS) that list information relating to occupational safety and health for the use of various substances and products.	AC				AC= After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		Vital Record. CAUTION: If Workplace Chemical Lists (AIN 10592) are not maintained, these records must be maintained for 30 years.	29 CFR 1910.1020(d)(1)(ii)(B)
*10594	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3					Records maintained by HHS Business and Regional Services on behalf of DSHS.	
*10595	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, signed statements or similar instruments of access to agency or state facilities or equipment.	AC	2			AC= Until superseded, date of expiration, or date of termination, whichever sooner.		Vital Record. This series does not include access to information technology systems (see AIN 11448).	



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				
*10596	5.4	Disaster Preparation, Implementation, Recovery, and Analysis Records	Plans developed (per Texas Labor Code , 412.054) to mitigate the damage of potential events that could endanger an agency's ability to function. Includes disaster preparedness, response, and recovery plans. Includes Continuity of Operations Plans, Homeland Security Implementation Plans, Texas Health and Safety Code Preparedness Plans, Business Impact Analyses, and Disasters/Incidents After Action Reports, Disaster related documentation, and Office Emergency Action Plans.	AC	3			AC= After completion of After Action Report, plan, change/update of analysis, or Until Superseded (US); whichever is last.		Vital Record. Records maintained by Emergency and Risk Management on behalf of DSHS. CAUTION: If grant monies are received to assist with the response or recovery, the retention requirements for this series may vary depending on the specific funding agency. See AIN 11463 for records related to responding or recovering from an emergency. Includes RSIN 5.4.013.	Labor Code § 412.054
*10598	5.5.002	Telephone Activity Records	Telephone logs created for internal documentation purposes; station activity reports of internal listings of incoming/outgoing telephone activity to individual telephone stations; operator call transfers; summary detail reports; and system activity reports of internal listings of all incoming/outgoing agency telephone activity. Includes Station Activity Reports and System Activity Reports.	AV						See AIN 10482 for telephone bills.	
*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.	AC	3			AC= Dispute resolved or repaid + FE.			
*10603	5.6.003	Inspection, Repair, and Maintenance Records – Vehicles	Records and documentation related to inspections, repairs, and maintenance for state vehicles.	LA	1					See AIN 10553 for non-vehicle equipment maintenance records.	
*10604	5.6.004	License and Driving Record Checks		AC				AC= Until superseded or until termination of employment.			
*10605	5.6.005	Vehicle Usage Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
*10606	5.6.007	Vehicle Titles and Registrations	Vehicle titles, registration information, and owner manuals for state vehicles.	LA						Vital Record.	
*10607	5.6.009	Parking Permits or Assignments	Records documenting issuance of parking permits and assignments.	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				
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							
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.			



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				
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						
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							



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				
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	Open Meetings, Audiovisual Recordings of	Audiovisual recordings of open meetings of state boards, commissions, committees, and councils.	AC	2			AC= Date recording was made available via the agency's website.		CAUTION: It is an exception to the AC+2 retention that if an agency does not prepare written minutes, it must retain recordings of open meetings permanently, following the same retention requirements of AIN 10289. See also caution comment at AIN 10289.	Government Code § 531.0165(c)
*10636	1.1.061	Open Meetings - Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	AC= Approval of the written minutes by the governing body.		See caution comment at AIN 10289.	
*10637	1.1.062	Open Meetings – Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils, including exhibit items, documentation for agenda items, public comment forms, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2				A	See caution comment at AIN 10289.	



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				
*10638	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1						
*10639	1.1.064	Agency Performance Measures 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. See AIN 10643 for reports on agency performance measures. 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 and Studies (Non-Fiscal) – Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV						See AIN 10642 for reports produced from raw data. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See also AIN 10639.	
*10641	1.1.066	Reports – Biennial or Annual Agency (Narrative)	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. Includes working files and related documentation used in creating final report.	AC	6			AC= September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of these agency reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3. The requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Working files and related documentation used in creating the final report may be disposed of at the expiration of the retention period.	



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				
*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	See AIN 10640 for raw data used to produce reports. ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. 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.		See AIN 10639 for documentation used to produce reports on agency performance measures.	
*10644	1.1.069	Reports - Activity	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: If reports are used to document performance measures, see AIN 10639.	
*10645	1.1.070	Agency Rules, Policies, and Procedures	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. Includes working files and related documentation used in creating rules, policies, and procedures.	AC	3			AC= Until superseded, or termination of program, rules, policies, or procedures, whichever applicable.	R	Vital Record. ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period.	



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				
*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. Includes Office of Chief Counsel Administrative files, transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes.	AC	3			AC= Last action.	R	ARCHIVES NOTE: Only records that lead to substantial or statutory changes to the operations of the agency and its policies and procedures should be retained for archival review. Contact the State Archives when these records have met their retention periods. CAUTION: These records may be maintained with related information, including meeting notices, proofs of publication, and meeting minutes, and require a longer retention period.	
*10649	1.1.074	Sunset Review Report and Related Documentation	Sunset Review Report, agency self-study, and other correspondence and supporting documentation related to the Sunset review process for state agencies.	AC	3			AC= After the subsequent Sunset Review.	R	ARCHIVES NOTE: Related documentation includes the agency self-evaluation report, agency response to the commission's draft report, and documentation of the agency's implementation of the commission's final recommendations.	
*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.		Records maintained by HHS Office of Chief Counsel on behalf of DSHS.	Civil Practice and Remedies Code § 154.071.
*10652	1.2.003	Forms History and Maintenance	Master versions of all forms used internally and externally by the agency, including subsequent revisions to an agency form or any associated design or design modification requests.	AC	2			AC= Until superseded or use of form is discontinued.			



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				
*10654	1.2.005	Records Retention Schedule	A records retention schedule (i.e. form SLR 105) that identifies the records that are created and maintained by an agency, provides the minimum timeframes the records must be retained, and includes instructions for their disposition. This series may include working files and documentation of certification and approval by the Texas State Library and Archives Commission.	US						Records maintained by the HHS Records Management Office on behalf of DSHS, including information in SOAR. Original is retained for 50 years by the State and Local Records Management Division, Texas State Library and Archives Commission.	
*10655	1.2.006	Records Transmittal Forms	Forms used to track the transmittal of records to/from onsite and offsite storage areas or a transfer of physical custody.	AV						Records maintained by the HHS Records Management Office on behalf of DSHS.	
*10657	1.2.010	Records Disposition Logs	Logs or similar records listing records disposed of by an agency, which might include records series title, dates of records, and date of disposition.		10					Records maintained by the HHS Records Management Office on behalf of DSHS, including information in SOAR. CAUTION: Disposition can mean destroyed or transferred. Includes RSIN 1.2.001.	
*10658	1.2.012	Records Inventories	Worksheets or working papers used to capture records inventory information, including location tracking and to document existence and requirements of a records series.	US						Records maintained by the HHS Records Management Office on behalf of DSHS.	
*10660	1.2.014	Records Management Policies and Procedures	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1					Records maintained by the HHS Records Management Office on behalf of DSHS.	



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				
*10661	1.3.001	State 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 AIN 10289) also meets the definition, but it must be retained permanently; AINs 10266, 10286, 10641, 10643, and 10508, 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, 441.103-441.105). 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. For additional information and requirements concerning state publications made available to the public through the internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§ 3.1-3.8).	13 TAC §§ 3.1-3.8



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	Physical and digital development and design files used to create State Publications, including but not limited to background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					R	See AIN 10661 for final State Publications created from development files. ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use, may be archival.	
*10663	2.1.002	Master Files and Application Data	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records and associated processing files. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				AC= Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.		Vital Record. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency master files and application data that the files do not fall under records series listed elsewhere.	
*10664	2.1.007	Computer Software Programs	Agency-developed automated software applications, operating system files, and associated processing files, including job control language, programs, applications, scripts, 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. Records maintained by HHS Information Technology on behalf of DSHS. 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.



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				
*10665	2.1.008	Computer Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, equipment control systems, and associated processing files.	AC				AC= Until electronic records are transferred to and made usable in a new hardware environment 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. Records maintained by HHS Information Technology on behalf of DSHS. CAUTION: Hardware needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
*10666	2.1.009	Hardware and Software Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing electronic records; to document modifications to computer programs; to access, retrieve, manipulate, and interpret data in an automated system; and allow for their timely, authorized disposition. Records include but are not limited to: user guides, system or sub-system definitions, system specifications, input and output specifications, system flow charts, program flow charts, program maintenance logs, change notices, data element dictionaries, file layouts, code books or tables, 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 environment 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. Records maintained by HHS Information Technology on behalf of DSHS. CAUTION: Hardware and 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. Records include but are not limited to: reports showing transactions accepted, rejected, suspended, and/or processed; history files or tapes; records of updates to application files; and security logs.	AC				AC= All audit requirements have been met.		Vital Record. Records maintained by HHS Information Technology on behalf of DSHS.	
*10668	1.2.013	Records Access and Locator Aids	Documentation used to provide and improve access to records. Includes indexes, card files, shelf lists, registers, guides, and other finding aids.	AC				AC= When aid is superseded, or no longer needed because associated records have been destroyed.		Vital Record. 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				
*10669	2.2.001	System or Computer Monitoring Records	Hardware and software components for monitoring agency's computer system resources and performance.	AV						Vital Record. Records maintained by HHS Information Technology on behalf of DSHS. The disposal of monitoring records that are automatically overwritten need not be documented through destruction authorizations or in records disposition logs (AIN 10657), but agencies should establish procedures governing disposal of these records as part of its records management plan (AIN 10660).	
*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. Records maintained by HHS Information Technology on behalf of DSHS. CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See AIN 10666.	
*10673	2.2.011	Data Input Documents	Forms and logs used to enter and reconcile data sets submitted for processing.	AC				AC= Data entered into applicable system and, if required, verified.			
*10675	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations. Records include but are not limited to: 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.		Records maintained by HHS Information Technology on behalf of DSHS. For quality control records related to non-IT procedures, see AIN 10563.	



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				
*10676	2.2.014	Internet Browser Files	A record of web pages visited during an internet session, including data files of user-specific information created by the webserver, that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						The disposal of internet history records need not be documented through destruction authorizations or in records disposition logs (AIN 10657), but agencies should establish procedures governing disposal of these records as part of its records management plan (AIN 10660).	
*10678	2.2.016	Software Registrations, Warranties, and License Agreements	Records documenting the registration and licensing of a software application to activate the software for legal use by the end users of a state agency, along with warranties providing that the software will perform in accordance with functional specifications. As relating to Network Services, registration, warranties and licenses for 98% of our assets electronically reside on the Cisco Web Portal. Other documentation includes purchase orders, concept documents, and others.	LA	3					Vital Record.	
*10679	3.1	Employee Immunization Records	Current List of employees vaccines.	AC	10			AC= Until superseded or termination of employment.			
*10680	3.1.018	Grievance Records	Records relating to the review of employee grievances or complaints against personnel policies, working conditions, etc.	AC	2			AC= Final decision on the grievance.		Vital Record. Records maintained by HHS Office of Chief Counsel on behalf of DSHS. CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor (DOL). See AIN 10284.	
*10681	1.1	HHS Enterprise Administrative Report and Tracking System (HEART)	Database repository for Ombudsman's Office electronic case records. Formerly Texas Regional Accomplishment Complaint System (TRACS).		5					Records maintained by the HHS Office of the Ombudsman on behalf of DSHS. Includes RSIN 3.1.039.	



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				
*10682	1.1	Parking Infractions	Records of parking violations in HHS parking lots.		1						
*10683	3.1	Master Personnel Files	Maintained by HHS-Human Resources. Contains confidential data. Includes: Personnel/Payroll Action form(s); Leveling authorization (prior to 1996); Signed receipt forms for policy manual and specific policies; Prior state employment verification(s); Transfer verification; Recommendations for merits or bonuses; Disciplinary action information (reprimands, termination letters, etc.); Separation letter; Training certificates; Miscellaneous (i.e. notes of overpayments or manual payrolls, etc.); HHS Enterprise Computer Use Agreements; Records of Paid Internships; I-9 Form; Form HR0312; HHS Acceptable Use Agreement; applications for employment - hired; personnel corrective action documentation; personnel disciplinary action documentation; personnel information or action forms; training and educational achievement records (individual); employment eligibility documentation; performance appraisals, employee acknowledgment and agreement forms, W-4 Forms, direct deposit application/authorizations, equal pay records.	AC	5			AC= After employee separates or terminates.		Vital Record. Records maintained by HHS Human Resources on behalf of DSHS. Includes RSINs 3.1.002, 3.1.019, 3.1.020, 3.1.021, 3.1.022, 3.1.029, 3.1.036, 3.1.041, 3.2.005, 3.2.008, and 3.3.032. Individual training records not in CAPPS HR must be retained by the employee's manager. Legacy personnel records may contain ERS Benefits Election Forms (AIN 10686) and Position/Job Descriptions (AIN 10691).	29 CFR 1620.32(c); 29 CFR 1602.31; 8 CFR 274a.2(b)(2)(i)(A); and (c)(2); 29 CFR 30.8(e)
*10684	3.1	Non-Contractual Volunteer Records	Records of any activities performed by volunteers who are not under any contract or agreement with the agency. May include waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by state agency policies, etc.	AC	3			AC= Date of cessation of activity for which the waiver or acknowledgement statement was signed.		Vital record. Records related to volunteers who have a formal contract or other agreement with the agency should be retained as a contract record (see AIN 10533). Includes RSIN 1.1.078.	Government Code Chapter 2109; 7 CFR 272.4; 42 CFR 432.32; 45 CFR 225.2.
*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.		Supervisors are responsible for retaining any records of this type that are not maintained in CAPPS HR.	



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				
*10686	3.1.011	Employee Benefits	Agency copies of information relating to the selection by employees of life, disability, health, vision, dental, disability, and other types of insurance or benefits offered by the State of Texas to its employees.	AC				AC= Until superseded or termination of employment.		Records maintained in CAPPS HR. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for AIN 11303.	
*10687	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.		2					Records maintained by HHS Human Resources on behalf of DSHS. Record is kept in collaboration between HR and vendor: Contract between agency and vendor outlines the retention requirement.	29 CFR 1602.31
*10689	3.1	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, aptitude and skills tests and papers; applications of candidates not selected; and all other records that document the selection process.	AC	2			AC= Date of the making of the record or the personnel action involved, whichever occurs later.		Records maintained by HHS Human Resources on behalf of DSHS. Record is kept in collaboration between HR and vendor: Contract between agency and vendor outlines the retention requirement. Records are electronically uploaded to job posting. Contains some confidential information. CAUTION: Does not include criminal history checks; see AIN 10693. Does not include drug screening test results; see AINs 11472, 11473, 11474. Includes RSINs 3.1.001, 3.3.027, and 3.3.028.	29 CFR 1602.31.



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				
*10691	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC= Until superseded or job eliminated.		Records are maintained by HHS Service Center, but supervisors are required to retain any updated job descriptions not submitted through CAPPs HR. Copies may also exist as supporting documentation to the Master Personnel File (see AIN 10683).	40 TAC 815.106(i).
*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.		Records maintained by HHS Human Resources on behalf of DSHS. 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.	
*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						See AIN 10689 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
*10699	3.1.037	Employee Recognition Records/Service Awards/Achievement Bonus Records	Awards, incentives, tenure, etc.	AC	5			AC= Termination of employment.			



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				
*10700	3.1.038	Public Access Option Records	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. Records maintained by HHS Human Resources on behalf of DSHS. CAUTION: Most recent public access election information must be kept as long as the former employee verification records. See AIN 10717.	
*10702	3.2	Payroll Warrant Listing	List of warrants generated after every payroll is processed.	FE	5						
*10703	3.2.002	Employee Earnings Records	Payroll records and registers documenting employee earnings, wages, and pay. This may include but is not limited to payroll input records, summary statements, payroll vouchers, payroll detail sheets, and payroll history.	CE	5					Vital Record. Records maintained by HHS Payroll on behalf of DSHS, including information in CAPPs HR.	40 TAC 815.106(i).
*10704	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC	4			AC= Tax due date, date the claim is filed, or date tax is paid, whichever is later		Vital Record. Records maintained by HHS Payroll on behalf of DSHS, including information in CAPPs HR.	26 CFR 31.6001 - 1(e)(2).
*10705	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes. Includes cancellations, journal vouchers, consolidated spreadsheets, manual payment request, and returned money documentation.	FE	5					Vital Record. Records maintained by HHS Payroll on behalf of DSHS.	29 CFR 516.6(c).
*10707	3.2.006	Wage Rate Tables	Records defining the wage or salary rate for each position in the agency expressed in dollars, grades, or step numbers.		2					Records maintained by HHS Payroll on behalf of DSHS.	29 CFR 516.6(a)(2).
*10708	3.2.007	Unemployment Compensation Records	Records and documentation relating to unemployment compensation claims, including reimbursement of funds disbursed by Texas Workforce Commission (TWC).	AC	5			AC= Resolution of the claim.		Records maintained by HHS Human Resources on behalf of DSHS. Record is kept in collaboration between HR and vendor: Contract between agency and vendor outlines the retention requirement.	



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				
*10710	3.2.009	State Deferred Compensation Records	Records documenting the amount of pension or deferred compensation earned by individual employees.	AC	5			AC= All accounts with a vendor or vendors for the individual participant have been closed.		Vital Record. Records maintained by HHS Payroll on behalf of DSHS.	
*10714	3.3.001a	Affirmative Action Plans – Employees	Affirmative action plans for regular employees and apprenticeship programs.	AC	5			AC= Date of the making of the record or the personnel action involved, whichever occurs later.		Records maintained by HHS Human Resources on behalf of DSHS.	29 CFR 30.12(d).
*10716	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force. Includes percentage of staff that are current with required training; vacancy rates for all staff; turnover rates for all staff; amount of overtime; use of contract staff; percentage of employees that have current performance evaluations; staffing effectiveness indicators.		3						
*10717	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment. Includes: name; social security number; exact dates of employment; last known address; and most recent public access authorization.	AC	75			AC= Termination of employment.		Vital Record. Records maintained by HHS Human Resources on behalf of DSHS. See also AIN 10700.	
*10718	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3					Records maintained by HHS Human Resources on behalf of DSHS. SSN confidential. Vendor is defined as the Human Resources Payroll Services (HRPS) . Contract is defined as the HR Agency Vendor Contract. Record is kept in collaboration between HR and vendor: Contract between agency and vendor outlines the retention requirement.	
*10719	3.3.020	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.	FE	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				
*10721	3.3.023	Reimbursable Activity 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					eTravel is system of record for travel reimbursements.	
*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					Records maintained by HHS Human Resources on behalf of DSHS.	
*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					Vital Record.	
*10724	3.3.026	Agency Staffing Reports	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						
*10728	3.3.030	Internal Training Administration Records	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in in-house training programs.	AC	2			AC= Close of training session, after training materials superseded, or termination of training program, as applicable.		See AIN 10283 for external training records. See AIN 11471 for individual employee training records. CAUTION: Does not include hazardous material training (AIN 10590) or HIPAA training (AIN 10259).	
*10729	3.3.031	EEO - Reports and Supporting Documentation	Includes documentation used to complete EEO (Equal Employment Opportunity) reports.	CE	3					Records maintained by HHS Human Resources on behalf of DSHS.	29 CFR 1602.32, and 1602.50.
*10731	3.4	Family Medical Leave Act (FMLA) Documentation	FMLA Documentation includes all forms documenting FMLA requests, FMLA status, or use of FMLA benefits.	AC	3			AC= Date the FMLA leave ended.		Vital Record. FMLA documentation is maintained by the employee's supervisor and is not part of the Master Personnel File. FMLA documentation is maintained by the employee's supervisor and is not part of the Master Personnel File.	29 CFR 825.500(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				
*10733	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position. Automated monthly summaries.	FE	5					Records maintained by HHS Time, Labor, and Leave on behalf of DSHS.	
*10735	3.4.004	Overtime Schedules and Authorizations	Records created to schedule time worked by employees outside of or in addition to their regular working hours, including approval authorizations.	FE	5					Records maintained by HHS Time, Labor, and Leave on behalf of DSHS. CAUTION: Only includes overtime schedules and authorizations. See AIN 11317 for timekeeping records.	
*10737	3.4.007	Time Off and/or Sick Leave Requests	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), sick pool leave, and other types of authorized leave, and supporting documentation.	FE	5					Records maintained by HHS Time, Labor, and Leave on behalf of DSHS. Official records in CAPPS HR, however individual supervisors are responsible for retaining doctors' notes, military leave records, or any additional documentation needed to support the leave request. FMLA documentation is retained by the supervisor under AIN 10731.	Government Code, Section 661.152(d); 29 CFR 825.500(b).
*10738	3.4.008	Sick Leave Pool/Extended Sick Leave Documentation	Records documenting number of hours transferred in and out of comprehensive sick leave pool.	FE	5					Records maintained by HHS Time, Labor, and Leave on behalf of DSHS.	
*10739	4.1	Billing Detail On Fees For Service - Medicare or Medicaid	Also known as Medicare reimbursement records, Billing Detail Medicaid, or Claims Files (Medicaid). Billing detail for fee for service includes: reimbursement for Medicaid and Medicare claiming, customer correspondence to include billing disputes, account inquiries, collection letters and billing statements.		7					Electronic	Retention based on HIPAA requirements for Medicare -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				
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.			
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



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				
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
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



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					
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.				
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	



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				
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
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							



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				
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					
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							
10791		Manufacturer Recall Documentation		LA						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				
10792		Master Index Files	Includes master indexes for Outpatient Clinic, Radiology Dept., and TCID.	PM							
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					



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				
10802		Nursing Administration Records			3					Vital Record.	
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						



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				
10818		TCID - Quality Control Records		FE	2						
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-body screen 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					
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	A letter submitted by hospitals to certify the completeness and correctness of one quarter of discharge data.		5					Vital Record.	
10832		Medical Records Annual Statistical Report			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				
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, whichever 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						
10840		Informed Consent Forms Part 2		AC				AC=21st birthday or 10 years after application of the vaccine whichever is 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				
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						
10851		Zoonosis - Voided Certificates and Licenses		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				
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						EPA Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures 5th edition
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						



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				
*10881		Quality Assurance and QC (Water-Environmental)	Records and documents to meet regulator requirements (i.e. audit reports, PT, QA, and QC records).		5						EPA Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures 5th edition
*10882		Reports (Lead Copper)	Copies of final analysis reports and submission forms issued. To meet EPA requirement.		5						
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. Chains of Custody		5						EPA Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures 5th edition
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.		5						
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						



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				
*10892		Worksheets (Water-Environmental)	Analysis data from equipment or instruments including associated worksheets, calibration data, client sample data and quality control sample data		5						EPA Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures 5th edition
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						
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						



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				
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		HIV/STD Program Seronegative Confidential Test Results	HIV Seronegative Confidential Test Results, Including Serology, Counseling Notes, and Risk Reduction Plan.	AC				AC= Patient's 21st birthday or 7 years past last date of service, whichever comes later.		Stored in office.	
*10905		HIV/STD Program Seropositive Confidential Test Results	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.	
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	Includes investigations, Interviews, and Disease Intervention Case Management Notes	AC				AC= Patient's 21st birthday or 3 years past last date of service, 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.			



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				
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.			
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



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				
*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.	AC	6			AC= Date of transaction.		Vital Record.	Title II – Drug Supply Chain Security Act Subchapter H, SEC 582(c)(1)(D)
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.	



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				
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							
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	



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				
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.	
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	Records of HIV medications purchased from pharmacy wholesaler and distributed by the DSHS Pharmacy Branch via local pharmacies to Texas HIV Medication Program/AIDS Drug Assistance Program clients.	FE	5					Creation of records started October 2002.	Confidential information protected under VTCA, Texas Health and Safety Code 81.103



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				
10945		Annual Survey Of Organizational Excellence			6						
10946		Continuing Education Meeting Minutes Official		FE	2						
10947		Health Authority Appointments		AV							
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						



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				
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.			
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.	



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				
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.
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. See AINs 11451, 11452 for adult and child immunization records.	AC				AC= Patient's 21st birthday or 7 years past last service date, whichever comes later.			22 TAC § 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.	



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				
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.	
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.	



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				
10982		Diagnostic Related Grouping and Coding Files		AV						Vital Record.	
10983		Active and Inactive Credentials Files (On Staff Physicians)			5					Vital Record.	
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						
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.			



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				
10998		Hospital Materials Management/Inventory AP/GL Financial Records		FE	3						
10999		Inventory Stock Cards		FE	3						
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						



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				
11133		Food Protection Management Cards - Returned			3						
*11297	1.1	Compliance Reviews	This record series is related to compliance and accessibility reviews conducted by the Civil Rights Office of direct delivery offices, as required by Food and Nutrition Services Instructions. Records could include employee/client interviews or surveys, supporting/related documents a final report, or closure documents.	US						Records maintained by the HHS Office of Civil Rights on behalf of DSHS.	
*11298	1.1	Reasonable Accommodation Files	This record series is related to the Americans with Disabilities Act Reasonable Accommodation (changes to the work environment that enable an individual with a disability to enjoy equal employment opportunities) and Religious Accommodation (changes to the work environment that allow employees to practice their sincerely-held religious beliefs or practices) processes outlined in the Human Resources Policy Manual and processed by the Civil Rights Office. Records could include initial accommodation request form (HR1602 or HR1605), medical records, supporting/related documents, and closure documents.	AC	3			AC= After response is provided; accommodation is no longer in effect (individual is terminated); or 2 years after closure of related charge (if applicable), whichever comes later.		Records maintained by the HHS Office of Civil Rights on behalf of DSHS. If related to litigation, see AIN 10284. Includes RSIN 3.1.042.	28 CFR 35.105(c)
*11301	3.1.024	Physical Examinations/Medical Reports of 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.		CAUTION: Does not include pre-employment physical examinations. See AIN 10689. Does not include medical or physical examinations for employees exposed to hazardous materials. See AINs 11460 and 11461.	



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				
*11303	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	5			AC= After termination of employment or after amendment, expiration, or termination of authorization, whichever sooner.		Records maintained by HHS Payroll on behalf of DSHS, including information in CAPPs HR.	
*11306	3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances at end of fiscal year, to correct errors on leave accumulation, and to close out leave accounts on separated employees. Includes Annual Leave/Lump Sum, Overtime, Payable Balances, Corrections and Adjustments.	FE	5					Records maintained by HHS Time, Labor, and Leave on behalf of DSHS.	
11309	5.4	Moving and Non-Moving Traffic Violations (Risk Management)			5						
11313	5.4	Ergonomic Reports from SORM		AC	3			AC=Implementation of SORM recommendations.			
*11317	3.4.006	Time and Attendance Records	Records documenting individual employee's hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.	FE	5					Vital Record. Records maintained by HHS Time, Labor, and Leave on behalf of DSHS. Official records in CAPPs HR.	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		Radiation - Podiatric/Veterinary/Dental Minimal Threat Permits	Permits to operate an X-ray machine using a Podiatric radiographic machine, Veterinary radiographic machine, Dental radiographic machine and industrial minimal threat radiographic machine.	AC	3			AC= Termination of permit.			
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			
*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.	
*11328		CHW and Training Curriculum		US	1						
*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.	
*11330		CHW and Instructor Training Program Rosters		AC	3			AC=Date of Training			
*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.	
*11332		CHW Expired Certification Files		AC	1			AC=Date of notification that certification has expired			
*11333		CHW and Instructor Incomplete or Not Approved Applications		AC	1			AC=Date of notification that application is incomplete or not approved			
*11334		CHW Electronic Certification Files		AC	2			AC=Date of notification that certification has expired			
*11335		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				
*11336		CHW Electronic Copies of Certificates and Identification Cards		AC	1			AC=Date of certification examination			
*11341	5.2	Building Construction Contract, Inspection, and Project Records	Building construction contracts procured under Texas Government Code 2269 that requires use of the Uniform General Conditions for State Building Construction. Includes surety bonds that include bid, performance, and payment; inspection records; project records related to planning, design, construction, conversion, or modernization of state facilities, structures, infrastructure, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; as-builts; laboratory test reports; environmental impact statements; correspondence; successful and unsuccessful bid documentation and other related documentation.	LA	10				R	Includes RSINs 5.2.002 and 5.2.028. Some records maintained by HHS Business and Regional Services on behalf of DSHS. See AINs 10548 and 11476 for further retention of completed building documentation. See AIN 10579 for additional bid documentation retention period. ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	Government Code Chapter 2269.
*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				AC= Patient's 21st birthday or 7 years past the last date of service, whichever comes later.			
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= Patient's 21st birthday or 7 years past the last date of service, whichever comes later.			22 TAC 165.1(b)
*11360		Worksheets (Patients)	Testing Records for Patient tests (instrument printouts and run QC; specimen processing data; test results, raw data, etc.)		21					Frew Lawsuit.	



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				
*11448		Request for User Computer Application/Network Access	Records documenting user requests for computer applications or access to networks.	AC	7			AC= Termination of employment		This series does not include access to agency or state facilities or equipment (see AIN 10595).	
*11451		Immunization Record and Forms - Adult	Immunization records, eligibility information, medical history, immunization history, patient demographics, consents, privacy acknowledgments	CE	10					CE=End of calendar year in which form was signed.	
*11452		Immunization Record and Forms - Children	Immunization records, eligibility information, medical history, immunization history, patient demographics, consents, privacy acknowledgments	AC	10			AC= Child's 21st birthday or 10 years following end of calendar year in which form is signed, whichever is later.			
*11453	1.1	Internally-Filed Discrimination and Employment Preference Complaints	This record series is related to employee and client discrimination complaints and employment preference complaint processes (Veterans and Former Foster Child Employment Preference and State Military Forces Re-Employment Rights) all filed directly with the Civil Rights Office as outlined in the Human Resources Policy Manual. Records could include initial complaint, interviews, supporting/related documents, a final report, or closure document.	AC	2			AC= After investigation is completed, a response is provided, or complaint is closed for other reasons; or after closure of related charge (if applicable), whichever comes later.		Records maintained by the HHS Office of Civil Rights on behalf of DSHS. If related to litigation, see AIN 10284.	
*11454	5.1.018	Surveillance videos	Surveillance videos of buildings, facilities, vehicles, or other state property.	AV						See AINs 10586, 10584, or 11459 if video is needed for an accident investigation or AIN 10284 if the video is needed as evidence in litigation. The disposal of surveillance videos need not be documented through records disposition logs (AIN 10657).	



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				
*11455		Chemical Analysis Records	Analysis data from equipment or instruments including associated worksheets, calibration data, client sample data and quality control sample data		5						TNI 2016 V1M1: 4.4 Record Retention 4.4.1, TNI 2016 V1M2 4.13.3. b), EPA Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures 5th Edition 8.2, TCEQ PWSSP QAPP Addendum 3 Guidance for Collection Analysis and Reporting of Water Quality Parameters under the Lead and Copper Rule: Analytical Records Maintained by the Laboratory
*11456		Environmental Radiochemistry Analysis Records	Analysis data from equipment or instruments including associated worksheets, calibration data, client sample data and quality control sample data		10						TCEQ PWSSP QAPP Addendum 1 Sampling, Analysis, and Reporting of Chemical Compliance Data
*11459	5.4.014b	Accident Reports – Minors	Reports of accidents to minors on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	3			AC= Date minor reaches the age of majority, or if a claim filed, after settlement or denial, whichever applicable.		Records maintained by HHS Emergency and Risk Management on behalf of DSHS.	



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				
*11460	5.4.016a	Hazardous Materials Employee Exposure Records	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, who have experienced exposure to toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	AC	30			AC= Termination of employment.		Vital Record. Records maintained by HHS Emergency and Risk Management on behalf of DSHS.	29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).
*11461	5.4.016b	Hazardous Materials Periodic Monitoring	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, for whom periodic monitoring of health or fitness is required concerning toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	US	2						29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).
*11462	5.4.015	Hazardous Materials – Administrative Records	This series documents the use of hazardous carcinogenic compounds, building by building survey and plan to correct asbestos and other material hazards. This series may include but is not limited to: surveys; monitoring tests and reports; data forms; building plans; correction checklists; removal job records; research protocols; lists of carcinogenic compounds used; environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.	AC	30			AC= Date of project or research completion.		See AIN 11460 and 11461 for hazardous material exposure records.	29 CFR 1910.1001; 29 CFR 1910.1020(d)(ii); 25 TAC 295.62(a).



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				
*11463	5.4.017	Emergency Response and Recovery Records	This series documents the events and damages to institutional property due to storms, riots, fires, droughts, floods, and other events affecting citizens and facilities within the jurisdiction of the institution. This series may include but is not limited to: diaries; logs; reports; photographs; notes which indicate or document what happened, when, and where; and related documentation and correspondence.		3				R	Records maintained by HHS Emergency and Risk Management on behalf of DSHS. CAUTION: If grant monies are received to assist with the response or recovery, the retention requirements for this series may vary depending on the specific funding agency. See AIN 10596 for Continuity of Operations Plans (COOP).	
*11464	5.4.018	Annual Audit Plan	Includes working papers and agency risk assessment used to develop the plan, per Texas Internal Auditing Act requirement.	AC	7			AC= After final plan has been issued.		See AIN 10265 for individual Audit records not related to the development of the Audit Plan.	Government Code, 2102.013.
*11465	5.4.019	Audit Peer Review – Working Papers	Documents collected or generated as part of the process of reviewing other state agency internal audit programs. Includes but is not limited to: self-assessments, worksheets, surveys or questionnaires, evaluations, and other documents as described in the State Agency Internal Audit Forum (SAIAF) Peer Review Manual.	AC	1			AC= After final report has been issued.		See AIN 10265 for individual Audit records not related to the peer review of an Audit Plan.	Government Code, 2102.007(a)(5).
*11466	1.1.077	Prior State Service Verifications; Verification of Employment and Verification of Income	Requests sent directly to WorkNumber are completed by vendor and record is kept on file according to their retention requirement.	AC	1			AC= Date of employment/salary verification.		Records maintained by HHS Human Resources on behalf of DSHS. Requests sent directly to HR are completed by HR Records.	
*11468	2.2.017	Help Desk Tickets	Records documenting the request for and response to help desk tickets received by divisions or units, such as information technology.	AV							
*11469	2.2.018	Biennial Information Security Plan	Biennial information security plan for protecting the security of the agency's information.	US						Records maintained by Information Technology on behalf of DSHS.	1 TAC § 202.23



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				
*11471	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.	AC	5			AC= Termination of Employment.		Records maintained in CAPPs HR. Individual training records not in CAPPs HR must be retained by the employee's manager. Does not include hazardous material training records (see AIN 10590). Some training records are included in the Master Personnel File (see AIN 10683).	
*11472	3.1.040a	Employee Drug Testing and Screening Records – Positive Results and Calibration	Records of employee alcohol test results indicating an alcohol concentration of 0.02 or greater; records of employee verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; employee evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary.		5					Records maintained by HHS Human Resources on behalf of DSHS.	49 CFR 382.403 for commercial motor vehicle drivers.
*11473	3.1.040b	Employee Drug Testing and Screening Records – Collection Records	Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices).		2					Records maintained by HHS Human Resources on behalf of DSHS. See AIN 11472 for calibration documentation.	
*11474	3.1.040c	Employee Drug Testing and Screening Records – Negative Results	Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.		1					Records maintained by HHS Human Resources on behalf of DSHS.	
*11475	3.3.033	Recruitment Plans	Diversity and recruitment plans and related workforce analyses.		3						Texas Labor Code, 21.501 and 502.
*11476	5.2.003b	Building Plans and Specifications – Leased	Includes architectural and engineering drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of leased facilities, structures, infrastructure, and systems.	AC	2			AC= Termination or cancellation of lease according to its terms.		Vital Record. Some records maintained by Business and Regional Services on behalf of DSHS. See AINs 11340 and 11341.	



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				
*11477	5.2.029	Returned Mail	Documentation of mail returned by the postal or other mail delivery services as undeliverable.	AC	1			AC= Date returned.		CAUTION: If corrected address provided and mail rerouted, maintain address update documentation for prescribed retention period.	
*11478	5.3	Procurement Documentation - Cancelled Procurements	Includes as applicable: bid requisitions/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, bid tabulation/evaluations, HUB subcontracting plans, and procurement-specific non-disclosures. This does not include invalid bids received as part of an awarded procurement (see AIN 10579).	AC				AC= Date of HHS notification that the procurement has been cancelled.		Records maintained by HHS Procurement and Contracting Services on behalf of DSHS. Procurement specific non-disclosures are maintained in SCOR, under the procurement section of the contract; a copy of the form is maintained in PCS SharePoint.	Government Code § 441.1855.
*11479	1.1	Externally-Filed Discrimination Charges and Complaints	This record series is related to employee and client discrimination charges/complaints filed with state and federal compliance agencies (Equal Employment Opportunity Commission (EEOC); Texas Workforce Commission Civil Rights Division (TWCCRD); US Department of Health and Human Services; S Department of Agriculture; US Department of Education; etc.) and processed by the Civil Rights Office. Records could include initial charge/complaint forms, supporting/related documents, agency response or position statements, and closure or dismissal document. Note: Employment complaints that allege discrimination and are filed with EEOC and TWCCRD are called "charges."	AC	2			AC= After dismissal is received from external compliance agency or after closure of other related charge (if applicable), whichever comes later.		Records maintained by the HHS Office of Civil Rights on behalf of DSHS. If related to litigation, see AIN 10284.	
*11483	4.5.010	Unclaimed Property Reports and Documentation	Sufficient records to verify information on unclaimed property previously reported to the State Comptroller showing the name and last known address of the apparent owner of reportable unclaimed property, a brief description of the property, and the balance of each unclaimed account, if appropriate.	AC	10			AC= Date on which property is reportable.			IRS Publication 1075.



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				
*11484	4.7.013	Federal Tax Information (FTI) Audit Logs	Logs documenting requests and receipt of FTI, including any information created by the recipient that is derived from federal return or return information received from the IRS or obtained through a secondary source.		5						2 CFR 200.333(f)(1) and (2).
*11485	4.7.014	Indirect Cost Plans	Indirect cost plan and supporting documentation created or maintained in the development of the plan.	AC	3			AC= If submitted for negotiation of rate, date of submission; if not submitted for negotiation, the end of the fiscal year covered by the proposal, plan, or other computation.			
*11486	4.8.001	Banking Records	Bank statements, credit card statements, cancelled checks, check registers, deposit slips, debit and credit notices, reconciliations, and other banking related records.	FE	3						
*11487	5.3.010	Vendor Records/W-9	W-9 IRS Form used to request a taxpayer identification number (TIN) for reporting information to the Internal Revenue Service (IRS). This includes W-9 forms received by a state agency from vendors.	AC	3			AC= Date account is opened or date instrument purchased.		Documents saved electronically	26 CFR 31.3406(h)-3(g)
*11489	1.1	Legislative Presentations	Presentations by DSHS to various House and Senate Committees.	AC	6			AC = September 1st of odd-numbered calendar years.	R		
*11491		Texas Youth Tobacco Awareness Program Instructor Applications	Applications for the position of Texas Youth Tobacco Awareness Program Instructor.	AC	5			AC= Approval or denial of application.			
*11492	4.9	Biennial Operating Budget	A biennial itemized budget and all supporting schedules required by the General Appropriations Act.	AC	6			AC= September 1 of odd-numbered calendar years.		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 governor's office and legislative budget board are archival.	General Provisions Section 7.01, Budgeting and Reporting (a)(1); Governor and Legislative Budget Board Operating Budget (GLOB).



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				
*11496	1.1	Advisory Committee Membership Statements and Certificates	Records related to the membership of advisory committees, to include signed statements by members, conflict-of-interest disclosures (including Drug Utilization Review Board members), and certificates of completion of required trainings, including Open Meetings Act training and Ethics training.	AC	2			AC= End of term on council/committee.			
*11497	1.1	Advisory Committee Subcommittees	Records related to subcommittees created at the discretion of HHS advisory committees. Includes meeting information, supporting documentation, and other work products created by the subcommittee.	AV							
*11499		Ergonomic Assessments	For summary documentation of ergonomic issues experienced by HHS employees quarterly during the fiscal year.	FE	3					Used for analysis in determining the best utilization of agency resources when assessing security needs for the workplace. Held by HHS Risk and Emergency Management on behalf of DSHS.	
*11503	1.1.079	Copyright Records	Copyright records which pertain to employees' original work. May include but not limited to a copy of the work itself as submitted to the United States Copyright Office and the corresponding copyright application, registration notice, and supplementary documents.	AC				AC= Expiration of copyright.	R		17 USC 302.

Acronym

ACO

ACR

AG/OAG

AHERA

ASKIT

ASNT

ATSDR

AVC

BRFSS

CAP

CAPPS

CAH

CBS

CDC

CERC

CHW

CLIA

COMPIS

CORPD

CPA

CRCPD

COPHI

CRI

CSHCN

DAFR

DARS

DOT

DPS

DTAS

EDAP

eHARS

EMS

EOC

EPA

FMLA

HAP

HCFA

HDD

HEDES

HSEGH

HSUG

HHS

HIPAA

HIV

HRIS
IBIS
IMPEP
IRB
ITOP
IUD
KHC
LRICS
MAB
MMP
MQSA
NBS
NESHAP
NHBS
NOV
NRC
OOB
OPC
PAR
PCPE
PHC
PKU
POP
PSQA
QA/QC
RADEF
RFP
RMO
SHAS
SIEBRS
SOAH
SORM
SRC
SNS
SPSS
SSI
STD
TAC
TB
TCDD
TCEQ
TCID
TCR
THCIC
TEHDI
THC
TNI

TNRCC
TWC
UMTRA
USAS
VARHS
VFC
VSU
WIPP

Definition

Animal Control Officer
American College of Radiology
Attorney General/Office of
Asbestos Hazard Emergency Response Act
Automated System for Kidney Health Information Tracking
American Society for Nondestructive Testing
Agency For Toxic Substances And Disease Registry
Abusable Volatile Chemicals Program
Behavioral Risk Factor Surveillance System
College of American Pathologists
Centralized Accounting and Payroll/Personnel System
Congenital Adrenal Hyperplasia
Centralized Billing System
Centers for Disease Control
Crisis and Emergency Risk Communications
Community Health Worker
Clinical Laboratory Improvement Amendments
CD4 Online Management Patient Information System
Committee On Requests For Personal Data
Certified Public Accountant
CDC Conference of Radiation Control Directors
Cases Of Public Health Importance
Cities Readiness Initiative
Children with Special Health Care Needs
Detailed Accounting Financial Report
Department of Aging and Rehabilitative Services
Department of Transportation
Department of Public Safety
Disclosure Tracking and Accounting System
Economically Distressed Area Program
Electronic HIV/AIDS Reporting System
Emergency Medical Services
Environment of Care
Environmental Protection Agency
Family Medical Leave Act
Hemophilia Assistance Program
Health Care Financing Administration
Hospital Discharge Database
Healthcare Effectiveness Data and Information Set
Health, Social, Education And Genetic History Reports
Health Surveys User Group
Health and Human Services
Health Insurance Portability and Accountability Act
Human Immunodeficiency Virus

Human Resources Information System
Integrated Business Information System
Integrated Materials Performance Evaluation Program
Institutional Review Board
Induced Terminations of Pregnancy
Intrauterine Device
Kidney Health Care Program
Database used by Radiation Control, prior to current system (Versa)
Medical Advisory Board
Medical Monitoring Project
Mammography Quality Standards Act
Newborn Screening
National Emission Standards for hazardous Air Pollutants
National HIV Behavioral Surveillance
Notice of Violation
Nuclear Regulatory Commission
Out of Business
Out Patient Clinic
Progress Assessment Reports
Prevention Counseling Partner Elicitation
Primary Health Care Program
Phenylketonuria
Title V-related?
Policy, Standards, and Quality Assurance
Quality Assurance/Quality Control
Radiation effects facility
Request for Proposal
Records Management Officer
Supplement To HIV AIDS Surveillance
SDI Integrated Eligibility Billing and Reporting System
State Office of Administrative Hearings
State Office of Risk Management
State Records Center
Strategic National Stockpile
Statistical Package for the Social Sciences
Supplimental Security Income
Sexually Transmitted Disease
Texas Administrative Code
Tuberculosis
Tetrachlorodibenzo-p-dioxin
Texas Commission on Environmental Quality
Texas Center for Infection Disease
Texas Cancer Registry
Texas Health Care Information Collection
Texas Early Hearing, Detection, And Intervention
Tetrahydrocannabinol
The NELAC Institute (National Environmental Laboratory Accreditation Conference)

Texas Natural Resource Conservation Commission

Texas Water Code

Uranium Mill Tailings Remedial Action

Uniform Statewide Accounting System

Variant Atypical Resistant HIV Surveillance

Vaccines for Children Program

Vital Statistics Unit

Waste Isolation Pilot Plant