

APPROVED 3/4/2011

State of Texas
Records Retention Schedule

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION

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4. Records

Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

402 - SPECIALIZED HEALTH SERVICES SECTION

181		MEDICAL RECORDS	AC+1	17	AC+18		Vital Record. PAPER MICROFILMED AT AC. INCLUDES CLINICAL PHOTOGRAPHS/SLIDES. BASED ON THE RETENTION PERIOD FOR INFANT RECORDS. (22TAC§165.1)	05-537-260 (Photos/slides only)
377		NBS HEMOGLOBINOPATHY FILES	6	15	21		22 TAC 165	05-537-481
709		NBS EXPIRED HEMOGLOBINOPATHY FILES (DECEASED CHILDREN'S FILES)	2	5	7		22 TAC 165	
727		PATIENT TREATMENT RECORDS	PM		PM			
1865		CASE MANAGEMENT FILES	AC		AC		AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21 YEARS OF AGE, WHICH EVER IS LONGER.	
1884		DATA MANAGEMENT PROCESS WORK GROUP PROJECT FILES	AV		AV			
1891		LAB PROJECT FILES	AV		AV			
2137		CLIENT APPLICATION LOG	1		1			
2140		DE-ENCUMBRANCE REPORT	1		1		REPORT USED TO IDENTIFY INACTIVE CASES	
2165		KHC PATIENT ELIGIBILITY FILES	AC+1	4	AC+5		Vital Record. ELECTRONIC FILES STORED IN ASKIT.	05-537-045
2246		AUTHORIZATION REQUESTS	FE+1	1	FE+2			
2386		PATIENT DENTAL TREATMENT RECORDS	1	4	5		22 TAC Rule 108.8 (Dental Examiners Rules)	05-537-265
3677		PACT TITLE V CASE FILES	AC	5	AC+5		AC=AFTER CASE IS CLOSED. See also #1356 Medicaid Claims Records (ended FY2010).	05-537-362

RETENTION CODES (Field 7)

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4116		CYTOGENETICS MEDICAL RECORDS	AC	23	AC+23	Vital Record. INCLUDES PHOTOGRAPHS; AC=DECEMBER 31 OF YEAR TESTS COMPLETED	05-537-333
5385		TRAINING RECORDS OF SCREENERS (SPINAL SCREENING)	6		6		
5386		ROSTER OF TRAINERS AND MASTER TRAINERS	US		US		
5440		NBS HYPOTHYROID LOGS	7	14	21	RETAINED 7 YRS AS PAPER, MICROFILMED AND RETAINED FOR 14 YRS AT SRC AS FILM; MICROFILMING DISCONTINUED IN 2000.	05-537-094
5441		NBS ENDOCRINE FILES	1	20	21	RETAINED 1 YR IN AGENCY, MICROFILM AND STORED 20 YRS AT SRC	05-537-095 (microfilm); 05-537-146 (paper)
5442		NBS DIAGNOSED PKU FILES 1965 - 1989	2	19	21	RETAINED IN AGENCY 2 YRS, MICROFILMED AND MASTER FILM RETAINED IN SRC	05-537-114
5443		NBS DIAGNOSED HYPOTHYROID FILES	2	19	21	Vital Record. (MICROFILM 1980-1989). PAPER RECORDS ARE NO LONGER BEING MICROFILMED. DUPLICATE INFORMATION CONTAINED IN LABORATORY DATABASES.	05-537-115 (microfilm); 05-537-237 (paper)
5444		NBS METABOLIC FILES	2	19	21	RETAINED 2YRS IN AGENCY, MICROFILM AND MASTER FILM RETAINED FOR 19 YRS IN SRC. FILMING IS BEING DISCONTINUED AS OF 9/1/96; WILL BE RETAINED IN PAPER	05-537-116 (microfilm); 05-537-211 (paper)
5446		PROGRAM FOR AMPLIFICATION FOR THE CHILDREN OF TEXAS (PACT) CASE FILES	0	21	21	Vital Record. DUPLICATE IN AGENCY; MASTER AT SRC. RECORDS IN DATABASE.	05-537-141
5448		NBS GALACTOSEMIA DIAGNOSED	2	19	21	RETAINED IN AGENCY 2 YRS, MICROFILM MASTER FILM RETAINED SRC FOR 19 YRS	05-537-149
5501		TEXAS EARLY HEARING, DETECTION, AND INTERVENTION (TEHDI) DATABASE	AV		AV	DATABASE USED FOR EPIDEMIOLOGICAL SURVEILLANCE	

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402 - SPECIALIZED HEALTH SERVICES SECTION								
		5551 PATIENT TREATMENT DATA	FE+1		FE+1		Vital Record.	
		6805 NBS DIAGNOSED CAH	2	19	21		22 TAC 165	08-537-546
		6806 NBS DIAGNOSED METABOLIC (EXCLUDING PKU & GLACTOSEMIA)	18	3	21		22 TAC 165	
		6807 NBS NEWBORN SCREENING MEDICAL RECORDS DATABASES	21		21		22 TAC 165	
		6975 GENETIC SERVICES PATIENT RECORDS	6 MO	20Y6MO	21			09-537-549
1.1		631 VISION & HEARING WORKSHOP EVALUATIONS	FE	2	FE+2		TO STORE IN WAREHOUSE FOR 2 YRS.	
1.1		634 VISION & HEARING GREEN & YELLOW CARDS	FE+5		FE+5		KEEP 5 YEARS-CERTIFICATION PERIOD	
1.1		642 VISION & HEARING SIGN-IN WORKSHOP SHEETS	FE+5		FE+5		KEEP 5 YEARS-TIME OF CERTIFICATION	
1.1		645 PACT APPLICATIONS	FE	5	FE+5		DOCUMENTS SHREDDED AT END OF RETENTION PERIOD.	07-537-537
1.1		671 SITE VISIT REPORTS	AC+3		AC+3			
1.1		703 PACT APPLICATIONS	AC+3		AC+3		MICROFILM; AC=AFTER CLIENT BECOMES INELIGIBLE	
1.1		803 REFERENCE FILES (reserved for certain e-mail that has met its retention period but has reference value)	AV		AV			
1.1		1007 CSHCN CASE RECORD FILES	US	2	US+2		RECENT PAPER RECORDS SCANNED THEN SENT TO STORAGE. INCLUDES COMPLETED APPROVED APPLICATIONS WITH PROOF DOCUMENTS.	05-537-224
1.1		1889 DENTAL RECRUITMENT AND RETENTION WORK GROUP PROJECT FILES	AV		AV			

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402 - SPECIALIZED HEALTH SERVICES SECTION								
1.1	1894	MEDICAL ID CARD PROJECT FILES	AC+5		AC+5			
1.1	2070	SLIAG ELIGIBILITY CRITERIA	US+1		US+1		Vital Record. SLIAG = STATE LEGALIZATION IMMIGRANT ASSISTANCE GRANT	
1.1	2110	REQUEST FOR STATUS LOG	1		1			
1.1	2124	GENERAL STATISTICAL REPORTS	AV		AV			
1.1	2129	AUTOMATED RETURN LETTERS	2		2			
1.1	2166	DRUG TRANSPORTATION RETURN LETTER-TAGS	FE+1		FE+1			
1.1	2167	MEDICAL CLAIMS RETURN LETTER TAGS	FE+1		FE+1			
1.1	2180	TDH/DSHS & KHP LEGISLATIVE REPORTS	3		3	A		
1.1	2260	APPEALS, ADMINISTRATIVE REVIEWS AND FAIR HEARINGS	AC+2		AC+2		Vital Record. AC=RESOLUTION OF APPEAL. INCLUDES CSHCN, KHC, AND HAP.	
1.1	2326	PROGRAM PROVIDER FILES	AC	3	AC+3		05-537-154	
1.1	2327	SSI CHILDREN REFERRAL FILES (SUPPLEMENTAL SECURITY INCOME)	AC+1		AC+1		AC=SSI NOTIFICATION DATE	
1.1	2328	ADULT HEMOPHILIA CASE FILES (CASE FOLDERS)	AC	5	AC+5		AC=TERMINATION OF CASE	
1.1	3357	(CASE MGMT PWI) AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)	
1.1	4634	(CASE MGMT PWI) RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE	

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1.1	4658	(CASE MGMT PWI) OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6	45 CFR 164.530 (j)(1)-(2)
1.1	4819	(CASE MGMT PWI) ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC	RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER
1.1	4827	(CASE MGMT PWI) ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6	45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	4852	(CASE MGMT PWI) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1	AC=DATE RECORD AMENDED OR REQUEST FILLED.
1.1	4854	(CASE MGMT PWI) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6		AC+6	45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	5553	DENTAL HEALTH EDUCATIONAL CURRICULUM DEVELOPMENT FILES	AV		AV	Vital Record.
1.1	6911	LEGISLATIVE CORRESPONDENCE	5		5	INCLUDES RESPONSES TO REQUESTS FOR INFORMATION / INQUIRIES FROM LEGISLATORS OR LEGISLATIVE COMMITTEES, INCLUDING PRESENTATIONS MADE TO LEGISLATORS OR LEGISLATIVE COMMITTEES.
1.1.002	2264	AUDITS	AC+1	6	AC+7	AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.006	4650	(CASE MGMT PWI) COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6	45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.006	5275	COMPLAINT FILE	AC+2		AC+2	AC=FINAL DISPOSITION OF COMPLAINTS

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1.1.007	5175	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	3		3	R	Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. INCLUDES ADVISORY COMMITTEE CORRESPONDENCE	
1.1.008	5033	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	1		1		INCLUDES SOME E-MAIL. (INCLUDES INTER-OFFICE MEMOS, REQUESTS FOR REVISIONS TO FORMULARY)	
1.1.010	2298	DIRECTIVES (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	US+1		US+1		(INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.)	
1.1.013	5035	ITINERARY INFORMATION	CE+1		CE+1	R	ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.014	1320	LEGAL OPINIONS AND ADVICE	AV		AV	R		
1.1.020	5186	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.021	5187	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST	
1.1.023	5188	ORGANIZATION CHARTS	US		US	A		
1.1.024	5189	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.027	5191	PROPOSED LEGISLATION - DRAFTS OR PROPOSED LEGISLATIVE BILLS & RELATED CORRESPONDENCE	AV		AV			

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1.1.040	2311	SPEECHES	AC	AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.040	5197	REPORTS & PAPERS - CONFERENCES	AC	AC	R	AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	2355	TRAINING MATERIALS & LESSONS	US+1	US+1		
1.1.048	1890	DENTAL STUDIES LITIGATION FILES	AC+1	AC+1	R	AC=STATUTE OF LIMITATIONS MET
1.1.057	710	TRANSITORY INFORMATION	AC	AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.
1.1.058	1266	ADVISORY COMMITTEE MEETINGS AND MINUTES	PM	PM	A	Vital Record. INCLUDES KHC, CSHCN, TASK FORCE, STATE BOARD, GLENDA DAWSON DONATE LIFE REGISTRY, TEXAS BLEEDING DISORDERS ADVISORY COUNCIL, ETC.
1.1.063	2340	STAFF MEETING MINUTES/NOTES	1	1		
1.1.064	3031	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3	FE+3		Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.
1.1.065	5381	REPORTS & STUDIES (NON-FISCAL) - RAW DATA	AV	AV		INCLUDES INDIVIDUAL SPINAL SCREENING REPORT FORMS FROM EACH DISTRICT, PRIVATE AND CHARTER SCHOOL

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1.1.066	2053	ANNUAL PROGRAM REPORT	PM	PM	A	(KHC, GLENDA DAWSON DONATE IFE BI-ANNUAL REPORT & TEXAS BLEEDING DISORDERS ADVISORY COUNCIL REPORT.) COPIES SENT TO PUBLICATIONS CLEARINGHOUSE; PERMANENT RETENTION IS REQUIRED FOR HISTORICAL DATA & PROGRAM ANALYSIS
1.1.067	5193	REPORTS & STUDIES (NON-FISCAL)	3	3	R	IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD. (INCLUDES MEDICAL CONDITIONS TASK FORCE RECOMMENDATIONS; COMPLIANCE UTILIZATION STUDIES; CARDIOVASCULAR CENTER SITE VISITS; REPORTS BY CONSULTANTS AND COMMITTEES; ANNUAL OUTCOME DATA OF STUDENTS SCREENED)
1.1.069	667	LOAN AUDIOMETER SCREENING REPORTS	1	1		
1.1.069	2250	PRODUCTIVITY REPORTS & EMPLOYEE WORKLOAD MEASURES	1	1		
1.1.070	1892	RULES AND REGULATIONS - FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. (INCLUDES MCAC; DIALYSIS CONTRACT PROC; ADM POLICY; KHP RULES)-
1.1.070	5190	POLICIES & PROCEDURES - INTERNAL PUBLICATIONS WHICH OUTLINE THE ORGANIZATION'S POLICIES & PROCEDURES- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	5253	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.2.003	2130	FORMS HISTORY FILE	AC+1	AC+1		AC=DISCONTINUANCE OF USE OF FORM
1.2.006	157	RECORDS TRANSMITTAL FORMS	AC+2	AC+2		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER

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1.3.001	2131	PROGRAM NEWSLETTER - RECORD COPY	PM		PM		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. PERMANENT RETENTION REQUIRED FOR HISTORICAL DATA & PROGRAM ANALYSIS.
1.3.001	2779	PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE / LIBRARY.
1.3.002	5192	PUBLICATION FILES	AV		AV	R	
2.1	3795	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6		
2.1.009	2331	CSHCN ON-LINE MAINFRAME SYSTEM DOCUMENTATION	AC		AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE HARDWARE TO BE RETRIEVED AND READ.
2.2.012	2247	AUTHORIZATION TRANSACTION REPORTS	AV		AV		BEGINNING IN FY 1999 AND THEREAFTER THE PAPER RECORDS WILL BE DESTROYED AFTER THEY ARE IMAGED.
2.2.016	5977	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3		Vital Record.
3.1	2310	EMPLOYMENT SELECTIONS - INCLUDING INTERVIEW NOTES, DOCUMENTATION OF SELECTION PROCESS; APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		Vital Record. MAY CONTAIN CONFIDENTIAL DATA. AccessHR PARTIALLY ASSUMED THIS FUNCTIONALITY IN MAY 2005.

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3.1	5841	PAYRUN RECORD PRINTOUTS	2	2	4		05-537-510
3.1	6698	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC		AC		AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINNING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN AccessHR TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.
3.1.018	672	GRIEVANCE RECORDS	AC+2		AC+2		Vital Record. MAY CONTAIN SOME CONFIDENTIAL INFORMATION /AC=FINAL DECISION ON GRIEVANCE
3.1.019	675	PERFORMANCE APPRAISALS/JOURNALS	AC+5		AC+5		29CFR 1620.32 (c) MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA. AC=TERMINATION OF EMPLOYEE. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. HHS-HR MUST RECEIVE ALL PERFORMANCE APPRAISALS THAT ARE NOT ALREADY IN AccessHR. HHS-OGC REQUESTED LONGER RETENTION PERIOD.
3.1.023	5209	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		Vital Record. AC=UNTIL SUPERCEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.2	1057	PAYROLL WARRANT LISTINGS AND CERTIFICATIONS	1		1		
3.3	1901	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2		AC=COMPLETION OF CLASS
3.3.023	683	TRAVEL AUTHORIZATION REQUESTS & EDUCATION ASSISTANCE, REQUESTS FOR	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.3.025	7249	JOB PROCEDURE RECORDS	US+3		US+3		

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3.3.026		682 EMPLOYEE LISTINGS	US+3		US+3			
3.4.002		684 LEAVE ACTIVITY STATUS REPORTS	FE+3		FE+3		Vital Record. BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.004		5020 OVERTIME AUTHORIZATION	2		2		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
3.4.006		5211 TIME CARDS & TIME SHEETS	4		4		40 TAC815.106(i); BEGINNING OCT 2005, TIME SHEETS SENT TO RECORDS MANAGEMENT OFFICER FOR RETENTION.	
3.4.007		2198 DAILY ABSENCE REPORTS AND LEAVE REQUESTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR. (formerly Kidney Health)	
3.4.007		3187 TIME OFF AND/OR SICK LEAVE REQUESTS	FE+5		FE+5		BEGINNING OCTOBER 2005, RECORDS KEPT IN AccessHR.	
4.1		2080 TDH/DSHS & KHP/CO-PAY RETURN LETTER FILE	FE+3		FE+3		Vital Record.	
4.1		2111 MEDICAL CLAIMS LOG	1		1			
4.1.001		5558 ACCOUNTS PAYABLE INFORMATION	FE	3	FE+3		(INCLUDES HEMOPHILA PAYMENT; CLAIMS PAYDATES; SANTA ROSA EPILEPSY; DENTAL CARE TREATMENT INVOICES)	05-537-080 (Hemophilia Pmt); 05-537-076 (Claims Paydates)
4.1.003		3706 CANCELLED WARRANTS FILE	FE+3		FE+3			
4.1.004		1895 ENCUMBRANCE DETAIL	FE+3		FE+3			
4.2		2089 PROGRAM RECIPIENT AND PROVIDER REFUND FILE (FORMERLY STORED AS PATIENT & PROVIDER REFUND FILE)	FE+1	2	FE+3			05-537-044
4.2		2092 PROGRAM WARRANT TRACER REQUEST FILE	FE+3		FE+3			

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4.2	2162	MEDICAL AND TRANSPORTATION CLAIMS BY PAYRUN	AC+6MO	2Y+6MO	AC+3		AC=CLAIM CLOSED	05-537-046; 05-537-043
4.2.005	1356	MEDICAID CLAIMS	FE+6MO	4Y6MO	FE+5		RETENTION IS BASED ON MEDICAID REQUIREMENTS. (Includes Transportation Claims; PACT claims) See also #3677 PACT Title V Case Files.	11-537-557
4.2.007	3777	EXPENDITURE VOUCHERS (INCLUDING TRAVEL VOUCHERS, REGISTRATION FEES, NHIC AND PAYMENT VOUCHERS)	FE+3		FE+3		TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005.	
4.3	2164	PAYRUN LOGBOOKS	1		1			
4.5	1864	BUDGET FILES	FE+3		FE+3			
4.5	2107	PROVIDER INFORMATION AND FACT LIST	US		US		Vital Record.	
4.5.002	1883	CCP FILES	FE+3		FE+3			
4.5.002	2128	PRODUCTION REPORTS	FE+3		FE+3			
4.5.005	1317	SLIAG FINANCIAL REPORTS	FE+3		FE+3		Vital Record. SLIAG=STATE LEGALIZATION IMPACT ASSISTANCE GRANT	
4.5.005	1885	DENTAL BILLING REPORTS	FE+3		FE+3			
4.5.006	3707	ANNUAL OPERATING BUDGET FILES	FE+3		FE+3			
4.7	2063	MEDICARE PREMIUM PAYMENT VOUCHERS	AC		AC		AC=TIME PATIENT BECOMES INACTIVE THEN VOUCHERS BECOME A PART OF THE CLIENT'S FILE	
4.7	2160	COMPTRROLLER HELD WARRANT RECORDS	1		1		LOG TO SHOW MAIL DATE OF HELD WARRANTS BY COMPTRROLLER	

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4.7.008	1766	GRANT INFORMATION	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
5.1.001	1767	CONTRACTS & CONTRACT TRACKING	AC	4	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. (INCLUDES ADVANCED NURSE PRACTITIONER TRAINING RECORDS / AGREEMENTS; EPILEPSY PROVIDER CONTRACT FILES FOR FY04 AND EARLIER; SEE #5157 FOR FY05 AND LATER); HEMOPHILIA PROVIDER FILES)	05-537-325 (Kidney Hlth Provider Contract)
5.1.001	6918	STATE ACTION REQUEST/VENDOR INITIATED CORRESPONDENCE (SAR/VIC)	AC+4		AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. BEGINNING WITH 11/1/2010, THIS INFORMATION IS MAINTAINED IN MCATS, AS ELECTRONIC INFORMATION ONLY. A SAR OR VIC IS THE OFFICIAL CORRESPONDENCE BETWEEN THE STATE AND VENDOR.	
5.1.003	925	RETURNED MAIL RECEIPTS	2		2			
5.1.004	5173	ADDRESS & TELEPHONE LISTINGS	US		US			
5.1.004	5218	MAILING LISTS	US		US			
5.1.007	5219	REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE	AV		AV			
5.1.014	4403	OFFICE PROCEDURES	US+1		US+1		INCLUDES WARRANT BATCH SIGN-OUT SHEET.	
5.1.015	691	CORRESPONDENCE TRACKING RECORDS	1		1			
5.2.005	5220	AUDIOMETER QUALITY CONTROL CHECKS	10		10			
5.2.008	2112	EQUIPMENT HISTORY / EQUIPMENT SERVICE	LA+3		LA+3			

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5.2.008	5221	AUDIOMETER LOAN/MAINTENANCE FILES	LA+3		LA+3	
5.2.009	1769	EQUIPMENT INVENTORY	FE+3		FE+3	
5.2.010	1563	EQUIPMENT MANUALS	LA		LA	
5.2.014	692	INVENTORY - ANNUAL PHYSICAL	FE+3		FE+3	
5.2.016	693	PROPERTY TRANSFER FORMS	AC		AC	AC=TRANSFER OF INFORMATION TO ANNUAL LISTING
5.2.017	694	LOST AND STOLEN PROPERTY REPORTS	FE+3		FE+3	
5.2.019	695	SERVICE ORDERS	1		1	
5.3	1357	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	
5.3	1770	PURCHASING RECORDS	FE+3		FE+3	
5.4	1543	COPY OF MOVING AND NON-MOVING TRAFFIC VIOLATIONS (KEPT WITH PERFORMANCE APPRAISALS)	2		2	FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.
5.4	3221	REVIEW OF APPROPRIATE LICENSURE FOR OPERATION OF MOTOR VEHICLE (KEPT WITH PERFORMANCE APPRAISALS)	2		2	FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.
5.4.007	698	HAZARDOUS MATERIALS TRAINING RECORDS	5		5	TEXAS HEALTH & SAFETY CODE 502.009(g)
5.4.010	699	MATERIAL SAFETY DATA SHEETS	AC		AC	AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED BY AGENCY
5.4.012	1861	SECURITY ACCESS RECORDS	AC+2		AC+2	Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.

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Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
5.5.002	2078	CLAIMS PHONE LOG	AV		AV		EACH WORKER (ID) HAS THEIR OWN PHONE LOG	
5.5.002	5036	LONG DISTANCE TELEPHONE LOG	AV		AV			
5.5.003	5037	STATION ACTIVITY REPORTS	AV		AV			
5.6.005	700	VEHICLE USE REPORTS	FE+3		FE+3		INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.	

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