Automated Facsimile of SLR-105

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

2. AGENCY CODE: 501 3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD Agency	Storage	Total	8. Sec	9. Arch	10. Med	11. Vital	12. Remarks
	855	- EMERGENCY PREPAREDNESS PROGRAM								
	389	TEXAS LAW ENFORCEMENT ELECTRONIC TELECOMMUNICATION SYSTEM LOGS	1		1	O		P		
	1667	PACKAGE DISASTER HOSPITAL	US		US	O		P		
1.1.007	2832	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	P	X	
1.1.008	2841	GENERAL CORRESPONDENCE	1		1	O		O		PAPER, ELECTRONIC
1.1.013	2835	CALENDARS & SCHEDULES	CE+1		CE+1	O		P		
1.1.024	2806	PLANS AND PLANNING RECORDS	AC+3		AC+3	O	R	P		
1.1.025	2821	ADMINISTRATIVE PROCEDURES	US+3		US+3	O	R	P	X	
1.1.043	2809	TRAINING MATERIALS	US+1		US+1	O		P		
1.1.057	2838	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC
1.1.067	441	DISASTER INCIDENT REPORTS	3+AV		3+AV	O		P		MUST BE RETAINED FOR 3 YEARS MINIMUM. AV=REVIEW PERIODICALLY FOR HISTORICAL VALUE.
1.1.067	2831	REPORTS AND STUDIES - NON-FISCAL	3		3	O	R	P		
2.1	2833	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		P		
3.1.001	2845	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2	O		P		
3.1.006	2848	EMPLOYEE COUNSELING NOTES	AC+3		AC+3	O		P		AC=TERMINATION OF COUNSELING
3.1.014	2817	INTERVIEW & SELECTION RECORDS	2		2	O		P	X	
3.1.019	2842	PERFORMANCE JOURNALS	2		2	O		P		
3.1.020	2843	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5		AC+5	O		P		AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	2836	JOB DESCRIPTIONS	US+4		US+4	O		P	X	
3.3.023	2811	REIMBURSABLE ACTIVITES, REQUESTS FOR APPROVAL OF	FE+3		FE+3	O		P		INCLUDES TRAVEL AND EDUCATIONAL ACTIVITIES

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C- Confidential

VITAL CODES (Field 11)

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3.3.030	2810	TRAINING ADMINISTRATION RECORDS	US+2		US+2	O		P		
3.4.004	2826	OVERTIME AUTHORIZATIONS	2		2	O		P		
3.4.007	2823	PERSONNEL LEAVE RECORDS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
4.2.002	2844	CASH RECEIPTS	FE+3		FE+3	O		P		
4.4.002	2815	FEMA REIMBURSEMENT	FE+3		FE+3	O		P	X	
4.5.002	2837	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3		FE+3	O		P		
4.5.006	2813	ANNUAL OPERATING BUDGET	FE+3		FE+3	O		P		
4.7.012	2812	SIGNATURE AUTHORIZATIONS	US+FE+3		US+FE+3	O		P		
5.1.004	2834	ADDRESS & TELEPHONE LISTS	US		US	O		P		
5.1.007	2830	REQUESTS FOR IN-HOUSE PRINTING	AV		AV	O		P		
5.4.013	2802	FACILITIES & JURISDICTION EMERGENCY PLANS	US		US	O		P	X	

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