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
		812 - INTEGRATED CLIENT ENCOUNTER SYSTEM (ICES)								
1.1	5738	TOTAL QUALITY MANAGEMENT INFO	US		US	O		P		
1.1.006	3459	COMPLAINT FILES	AC+2		AC+2	O		P		AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	5739	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X	
1.1.008	5740	CORRESPONDENCE, GENERAL	1		1	O		O		PAPER, ELECTRONIC
1.1.023	5742	ORGANIZATION CHART	US		US	O	A	P		
1.1.025	5743	POLICIES AND PROCEDURES MANUAL	US+3		US+3	O	R	P	X	
1.1.057	1307	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	5741	MEETING MINUTES/NOTES - STAFF	1		1	O		P		
1.1.067	5744	REPORTS-CONSULTANTS & COMMITTEES	3		3	O	R	P		
2.1	3164	Y2K PROBLEM SOLVING DOCUMENTATION	6		6	O		O		PAPER, ELECTRONIC
2.1.007	5746	SOFTWARE PROGRAM & JOB CONTROL LANGUAGE	AC		AC	O		P	X	
3.1.001	5113	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2	O		P		29CFR1602.31A CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.014	4200	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X	29CFR1602.31A MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	1309	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1308	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	4201	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		P	X	

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US - Until Superseded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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3.2	4203	PAYROLL WARRANT LISTS	1		1	O		P		
3.3	4202	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O		AC=COMPLETION OF CLASS
3.3.023	5745	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3	O		P		
3.4.007	4205	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
4.2.004	4206	OFFICE SUPPLY REQUESTS/RECEIVING	FE+3		FE+3	O		C		
4.2.004	4207	ENCUMBRANCE VOUCHERS	FE+3		FE+3	O		P		CONVENIENCE COPY
4.5	4209	BUDGET REVISIONS/INFO	FE+3		FE+3	O		P		
5.1.007	4210	REQUISITIONS FOR IN-AGENCY COPY	AV		AV	O		P		
5.1.011	4211	PHOTOCOPIER USE LOGS/REPORTS	AV		AV	O		P		
5.2.009	4212	PROPERTY TRANSFERS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
5.3	3117	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P		
5.3.007	4213	BID DOCUMENTATION	FE+3		FE+3	O		P		
5.3.008	4214	PURCHASING LOGS	FE+3		FE+3	O		P		

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