APPROVED 10/23/03

State of Texas
Records Retention Schedule

Automated Facsimile of SLR-105

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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
		114 - BUREAU OF RESOURCE MANAGEMENT								
	4579	LOST AND FOUND RECORDS	1		1	O		P		
1.1	244	LOLLIPOP LITERATURE GUILD PROJECT FILES	AV		AV	O		P		
1.1	282	ACCESSION CARDS	PM		PM	O		P	X	
1.1	283	ACCESSION SHEETS/GUIDE DUPLICATION APPROVALS	AC+5		AC+5	O		P		AC=ITEM REMOVED FROM CIRCULATION
1.1	284	CIRCULATION RECORDS (GLAS)	AV		AV	C		E	X	
1.1	309	INTERLIBRARY LOAN RECORDS	AV		AV	C		O		PAPER, ELECTRONIC
1.1	315	GUIDE REPLACEMENT CHARGE LIST	AC		AC	O		P		AC=ITEM REMOVED FROM CIRCULATION
1.1	351	COLLECTION ANALYSIS RECORDS	US+3		US+3	O		P		
1.1	453	STATE EMPLOYEE INCENTIVE PROGRAM RECORDS	AV		AV	O		P		ORIGINALS SENT TO TIPC. TDH RETAINS COPY.
1.1	459	ORIENTATION TOURS	AV		AV	O		P		
1.1	461	PUBLICITY PLANS/ADVERTISEMENTS	AV		AV	O		O		PAPER, ELECTRONIC
1.1	467	BIBLIOGRAPHY (FIC)	US+5		US+5	O		O		PAPER, ELECTRONIC
1.1	469	CLIENT FILES (FIC)	AV		AV	C		P	X	RETAINED UNTIL AFTER RENEWALS HAVE BEEN ENTERED
1.1	565	STATE EMPLOYEE INCENTIVE PROGRAM RECORDS	AC+10		AC+10	O		E		AC=WHEN PAPER RECORDS ARE SENT TO TIPC.
1.1	1166	PUBLICATIONS MANAGEMENT PROGRAM FILES	AV		AV	O		O		PAPER, ELECTRONIC
1.1	1776	VIDEO PRODUCTION TASK FORCE PROJECT FILES	AV		AV	O		O		PAPER, ELECTRONIC
1.1	1789	AUDIOVISUAL DISTRIBUTOR INFORMATION AND CODE FILES	US		US	O		O		PAPER, ELECTRONIC

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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
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SECURITY CODES (Field 8)

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C- Confidential

VITAL CODES (Field 11)

Indicate with an X

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		114 - BUREAU OF RESOURCE MANAGEMENT								
1.1	1790	NATIONAL LIBRARY WEEK ACTIVITY PROJECT FILES	3		3	O		O		PAPER, ELECTRONIC
1.1	1792	SUBSCRIPTION RENEWAL FILES	AC		AC	O		P		AC=RENEWAL
1.1	1797	COLLECTION ANALYSIS RECORDS	US		US	O		E		
1.1	1799	USER GROUP ANALYSIS RECORDS	US		US	O		E		
1.1	1808	USER GROUP ANALYSIS RECORDS	US+3		US+3	O		P		
1.1	1813	TDH TRAINING COORDINATOR COMMITTEE PROJECT FILES	AV		AV	O		O		PAPER, ELECTRONIC
1.1	1818	VIDEO CONDITION ANALYSIS & HISTORY RECORDS	AC		AC	O		P		AC=REMOVAL FROM CIRCULATION
1.1	1860	SATELLITE SERVICES REQUESTS	FE		FE	O		E		ELECTRONIC
1.1	1862	DISTANCE LEARNING CENTER RESERVATION REQUESTS	FE		FE	O		E		ELECTRONIC
1.1	2630	OVERDUE NOTICES	AC		AC	C		O		AC=ITEM RETURNED PAPER, ELECTRONIC
1.1	2665	CIRCULATION RECORDS (AV LIBRARY)	AV		AV	C		E	X	
1.1	2667	SERIALS (GLAS)	AV		AV	O		E		
1.1	2668	CARD CATALOG (GLAS)	US		US	O		E	X	
1.1	2977	STATEMENT OF RESPONSIBILITY FILE	PM		PM	C		P	X	
1.1	2978	MATERIAL RETRIEVAL FILES	AV		AV	C		P		
1.1	2979	SAMPLE FORM LETTERS	US		US	O		O		PAPER, ELECTRONIC
1.1	3019	PUBLICATION SHIPMENT RECORDS (AV)	AV		AV	O		P		
1.1	3021	DUPLICATION REQUESTS (AV)	AV		AV	O		P		
1.1	3064	PREVIEW EVALUATIONS	AV		AV	O		P		

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		114 - BUREAU OF RESOURCE MANAGEMENT								
1.1	3078	IMPRESSION SHEETS & PRODUCTIVITY REPORTS	FE+3		FE+3*	O		O		PAPER & ELECTRONIC
1.1.004	1531	BIENNIAL BUDGET REQUESTS AND DOCUMENTATION	AC+6		AC+6	O		P		
1.1.006	748	COMPLAINT FILE	AC+2		AC+2	O		P		AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	316	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	O	X	PAPER, ELECTRONIC
1.1.008	2632	CORRESPONDENCE, GENERAL	1		1	O		O		PAPER, ELECTRONIC
1.1.010	823	DIRECTIVES	US+1		US+1	O		P		
1.1.013	907	ITINERARY INFORMATION/DESK CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1	O		O		PAPER, ELECTRONIC
1.1.014	402	LEGAL OPINIONS & ADVICE OFFICE OF GENERAL COUNSEL/AG'S OFFICE	AV		AV	O	R	P		
1.1.020	1849	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P		AC=REQUEST FULFILLED
1.1.021	1850	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		P		AC=DATE OF DENIAL OF REQUEST
1.1.023	338	ORGANIZATION CHARTS	US		US	O	A	O		PAPER, ELECTRONIC
1.1.024	460	PLANNING RECORDS	AC+3		AC+3	O	R	O		PAPER, ELECTRONIC
1.1.025	2633	AGENCY RULES, POLICIES & PROCEDURES	US+3		US+3	O	R	P	X	INCLUDES THE TDH SAFETY MANUAL.
1.1.027	408	PROPOSED LEGISLATION	AV		AV	O		P		
1.1.038	347	REPORTS, STUDIES & SURVEYS-FINAL	AV		AV	O	R	O		PAPER, ELECTRONIC
1.1.038	468	CLIENT SURVEYS (FIC)	AV		AV	C	R	O		
1.1.040	349	SPEECHES	2		2	O	R	O		PAPER, ELECTRONIC
1.1.043	322	TRAINING MATERIALS	US+1		US+1	O		O		PAPER, ELECTRONIC
1.1.048	5071	LITIGATION FILES	AC+1		AC+1	O	R	P		

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1.1.055	1549	BIENNIAL OPERATING PLAN FILES	AC+6		AC+6	O	A	P		
1.1.057	317	TRANSITORY INFORMATION	AC		AC	O		O		AC=PURPOSE OF RECORD HAS BEEN FULFILLED. PAPER, ELECTRONIC
1.1.063	2678	MEETING MINUTES/NOTES - STAFF	1		1	O		P		
1.1.065	344	REPORTS, STUDIES AND SURVEYS-RAW DATA	AV		AV	O		O		PAPER, ELECTRONIC
1.1.065	5068	QUICK COPY PRODUCTION DATABASE FILES	AV		AV	O		E		
1.1.067	2656	REPORTS - ADMINISTRATIVE	3		3	O	R	P		
1.1.069	2683	REPORTS, EMPLOYEE	1		1	O		O		PAPER, ELECTRONIC
1.2	248	HHS RECORDS MANAGEMENT WORK GROUP FILES	AV		AV	O		P		
1.2	1836	TEXAS STATE LIBRARY RECORDS STORAGE FEES DISTRIBUTION FILES	FE+1		FE+1	O		O		PAPER, ELECTRONIC
1.2	1843	ELECTRONIC RECORDS RULES COMPLIANCE FILES	AV		AV	O		P		
1.2.004	4960	FORMS INVENTORY LISTING	US		US	O		O		PAPER, ELECTRONIC
1.2.005	412	RECORDS RETENTION SCHEDULES & SUPPORTING DOCUMENTATION	US		US	O		O		PAPER, ELECTRONIC
1.2.006	3000	RECORDS TRANSMITTAL	AC+2		AC+2	O		P		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER
1.2.008	414	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS	FE+3		FE+3	O		P		
1.2.010	429	RECORDS DISPOSITION LOGS	20		20	O		P		
1.2.011	449	RECORDS CENTER STORAGE APPROVAL FORMS	US		US	O		P		
1.2.012	451	RECORDS INVENTORY WORKSHEETS	US		US	O		P		

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1.2.013	4310	PUBLICATIONS/FORMS CONTROL DATABASE	US		US	O		E	X	
1.2.014	5768	RECORDS MANAGEMENT HANDBOOK	US+1		US+1	O		O		PAPER, ELECTRONIC
1.3	1167	CHANGES TO PUBLICATIONS CATALOG	AV		AV	O		P		
1.3.001	1165	WEB PUBLICATIONS	2		2	O		E		TAC TITLE 13, PART 1, CHAPTER 3, RULE 3.3; MAIN WEB PAGES AND PRINT-LIKE PUBLICATIONS ARE REPORTED TO TRAIL; IF ITEM REMOVED FROM WEB PRIOR TO TWO-YEAR RETENTION, IT IS TRANSFERRED TO THE AGENCY'S OR DIVISION'S WEB ARCHIVE SITE UNTIL RETENTION PERIOD HAS BEEN MET. IF ITEM FALLS WITHIN ANOTHER RECORDS SERIES AND THAT RECORDS SERIES HAS LONGER THAN A TWO-YEAR RETENTION, THE PUBLICATION IS RETAINED IN AT LEAST ONE FORMAT UNTIL THE LONGER RETENTION PERIOD HAS BEEN MET.
1.3.001	2655	PUBLICATIONS - RECORD COPY	AC/US+5		AC/US+5	O		O		COPIES SENT TO PUBLICATION CLEARINGHOUSE. PAPER, ELECTRONIC, OR VIDEO.
1.3.002	1784	WEBSITE DEVELOPMENT FILES	AV		AV	O	R	O		PAPER, ELECTRONIC AV=PUBLICATION ON WEBSITE
1.3.002	2634	PUBLICATION FILES	US		US	O	R	O		PAPER, ELECTRONIC, NEGATIVE RECORDS
2.1	3791	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O		PAPER, ELECTRONIC
2.1.001	343	AUTOMATED FILES-PROCESSING FILES, DATA ENTRY DOCUMENTS AND NOTES	AC		AC	O		O	X	PAPER, ELECTRONIC
2.1.007	2659	COMPUTER PROGRAMS	AC		AC	O		E	X	
2.1.008	2658	AUTOMATION DOCUMENTATION	AC		AC	O		P	X	
2.1.009	379	SYSTEM & FILE DOCUMENTATION	AC		AC	O		E	X	
2.1.011	1208	PUBLICATIONS ONLINE CATALOG AND ORDERING SYSTEM	AC		AC	O		E	X	MAINTAINED BY BUREAU OF RESOURCE MANAGEMENT AND INFORMATION SYSTEMS; AC=DISCONTINUANCE OF PUBLICATION OR FORM

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3.1	2777	TDH VOLUNTEER MAILROOM COMMUNITY GROUP INFORMATION FORM	AV		AV	O		P		
3.1	3737	EMPLOYEE WAIVERS-STEEL-TOED SHOES	AC+5		AC+5	O		P		AC=TERMINATION OF EMPLOYMENT
3.1	5086	EMPLOYEE CAREER PLANNING RECORDS	AV		AV	O		P		
3.1.001	2639	APPLICATIONS & RESUMES OF PEOPLE NOT HIRED	2		2	O		P		CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.014	2641	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	5083	PERFORMANCE APPRAISALS/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	320	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		O		PAPER, ELECTRONIC. MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	5084	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		O	X	PAPER, ELECTRONIC
3.1.024	5085	PHYSICAL EXAM/MEDICAL REPORTS	US+2		US+2	C		P		
3.1.035	221	SURETY OR PERFORMANCE BONDS	AC	4	AC+4	O		P	X	
3.2	236	PAYROLL WARRANT LISTINGS	1		1	O		P		
3.3	216	BUREAU TASK LIST	AV		AV	O		E		
3.3	1841	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O		PAPER, ELECTRONIC/AC=COMPLETION OF CLASS
3.3.020	15	HELPDESK - SERVICE REQUESTS FOR AUDIOVISUAL OR NETWORK SUPPORT SERVICES	1		1	O		E		
3.3.020	934	WORK SCHEDULES/ASSIGNMENTS	1		1	O		O		PAPER, ELECTRONIC
3.4	242	STATUSVIEW EMPLOYEE IN & OUT BOARD	US		US	O		E		

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3.4.004	4999	OVERTIME AUTHORIZATION	2		2	O		P		
3.4.006	3083	TIME CARDS & TIME SHEETS	4		4	O		O		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	2693	TIME OFF & SICK LEAVE REQUESTS (ABSENCE REPORTS)	FE+3		FE+3 *	O		O		PAPER, ELECTRONIC
4.1	34	AIRLINE TICKET LOG	FE+3		FE+3*	O		P		IDENTIFIES THOSE PICKING UP AIRLINE TICKETS
4.1	35	TRAVEL ITINERARIES FOR TDH (AIRLINE TICKETS BOOKED)	FE+3		FE+3*	O		P		
4.1	36	TDH CREDIT MEMOS FOR CANCELLED AIRLINE TICKETS	FE+3		FE+3*	O		P		
4.1.003	3739	CANCELLED CHECKS-PETTY CASH ACCOUNT	FE+3		FE+3	O		P		
4.1.004	3121	ENCUMBRANCE DETAIL	FE+3		FE+3	O		O		PAPER, ELECTRONIC
4.1.005	340	JOB TRACKING - (PRINTING)	FE+3		FE+3	O		E		
4.1.005	342	HHS PRINTING PRODUCTION & BILLING RECORDS	FE+3		FE+3	O		E	X	
4.1.005	2701	REQUISITION FOR COPY/PRINTINGSERVICES (D-8)/INVOICE	FE+3		FE+3 *	O		P		
4.1.005	3086	MS-2000 SERVICE REQUEST TRACKING SYSTEM	FE+3		FE+3	O		E		
4.1.005	3092	JOB ESTIMATES	FE+3		FE+3	O		O		PAPER, ELECTRONIC
4.1.005	4981	LIAISON TRACKING RECORDS	FE+3		FE+3	O		E		
4.2.003	3015	DAILY CASH RECEIPTS LOG	FE+3		FE+3*	O		P		
4.4	2976	INVOICE FILE	AC+6 MOS		AC+6 MOS	C		P		AC=INVOICE PAID
4.4	3127	PROGRAM BILLING REPORTS	FE+3		FE+3*	O		P		
4.4	4954	PEACHTREE ACCOUNTING GENERAL LEDGER-COST RECOVERY	FE+3		FE+3	O		E	X	

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4.4.002	1368	ACCOUNTS RECEIVABLE LEDGERS	FE+3		FE+3 *	O		P	X	
4.4.003	2696	WARRANT LISTINGS	FE+3		FE+3 *	O		P		
4.4.004	2695	EMPLOYEE SAVINGS BOND	FE+3		FE+3 *	O		P	X	
4.5.001	5416	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3		FE+3	O		P		
4.5.002	33	SAVINGS REPORTS (AIRLINE BOOKING)	FE+3		FE+3*	O		P		
4.5.002	3073	INTERNAL MANAGEMENT REPORTS	FE+3		FE+3*	O		E		
4.5.002	4986	HHS CONSOLIDATED FINANCIAL STATEMENT	FE+3		FE+3	O		P		
4.6.001	5408	MONTHLY BALANCING RECORDS	FE+3		FE+3	O		E		
4.6.002	238	RECONCILIATIONS	FE+1	2	FE+3 *	O		P		
4.7	465	FOUNDATION VERTICAL FILES (FIC)	AV		AV	O		P		
4.7	466	GRANTS DATABASE/AWARDS/FOUNDATIONS	US		US	O		E	X	
4.7.002	3764	BANK STATEMENTS-PETTY CASH ACCOUNT	FE+3		FE+3	O		P		
4.7.004	1851	CAPITAL ASSET RECORDS	LA+3		LA+3	O		P		
4.7.008	4841	FEDERAL GRANT RECORDS	AC+3		AC+3	O		P	X	AC=END OF GRANT
4.7.009	241	FIXED ASSET LOG	US	3	US+3*	O		P		
5.1	332	MODEL RELEASES (ART)	AC+5		AC+5	O		P		
5.1	341	JOB TRACKING (ART)	AV		AV	O		E		
5.1	2628	LICENSES FOR DUPLICATION (AV LIBRARY)	AC+1		AC+1	O		P	X	AC=ITEM REMOVED FROM CIRCULATION
5.1	2820	VOLUNTEER AGREEMENTS/MEDICAL INFORMATION	AC+5		AC+5	C		P		AC=TERMINATION OF PARTICIPATION

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		114 - BUREAU OF RESOURCE MANAGEMENT								
5.1	3033	UNCLAIMED RETURN RECEIPTS FOR CERTIFIED MAIL	AC+ 2MOS		AC+2 MOS.	O		P		AC=COMPLETION OF CIRCULATING NOTICE TO TDH DEPARTMENTS
5.1	5069	PROJECT FILES (QUICK COPY)	AC+3		AC+3	O		P		
5.1.001	452	CONTRACTS & LEASES	AC+4		AC+4	O		P	X	
5.1.003	3003	DELIVERY REPORTS	2		2	C		P		INCLUDES LOGS TO RECORD AFTER HOURS DELIVERY OF SPECIMENS TO THE TDH LAB
5.1.004	328	MAILING LISTS	US		US	O		O		PAPER, ELECTRONIC
5.1.004	2629	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US	O		E		
5.1.005	3016	POSTAGE EXPENSE REPORTS	FE+3		FE+3*	O		P		
5.1.005	3017	POSTAGE METER RECORDS	FE+3		FE+3*	O		P		
5.1.011	1842	FAX ACTIVITY REPORTS	AV		AV	O		P		
5.1.011	5070	QUICK COPY USAGE REPORTS	AV		AV	O		P		
5.1.012	2648	CHARGE SCHEDULES - PRICE LISTS	US+3		US+3*	O		P	X	
5.1.013	215	INSURANCE POLICIES	AC+4		AC+4	O		P	X	
5.1.014	39	PUBLICATIONS MANAGEMENT/PRINTING SERVICES PROCEDURES	US+1		US+1	O		P		
5.1.015	4569	CORRESPONDENCE/PACKAGES TRACKING RECORDS	1		1	O		P		
5.2	233	COMPUTER AND ELECTRONIC EQUIPMENT INFORMATION DATABASE	LA+3		LA+3	O		E		
5.2	240	LOCATION CODES (PROPERTY)	FE+1 *	2	FE+3 *	O		P		
5.2	2975	OPERATIONS LOGS (TEMPERATURE CHARTS, STEAM PRESSURE, WATER ANALYSIS-BOILER, DAILY LOGS)	1		1	O		P		

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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
		114 - BUREAU OF RESOURCE MANAGEMENT								
5.2	2998	SYSTEM ACTIVITY (INTRUSION ALARM RECORDER CHART)	AV		AV	O		P		
5.2	3090	FACILITY MANAGEMENT OPERATION LOG	2		2	O		P		
5.2	3096	DAILY WORK LOGS (HOUSEKEEPING)	1		1	O		P		
5.2	5417	INVENTORY SHEETS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
5.2.002	3371	BUILDING CONSTRUCTION PROJECT FILES	AC	10	AC+10	O	R	P	X	92-501-108
5.2.003	4965	BUILDING PLANS & SPECIFICATIONS	AC	LA	AC+LA	O	R	P	X	AC=UPON COMPLETION OF PROJECT PLANS 93-501-143 *WILL BE REVIEWED FOR DESTRUCTION ELIGIBILITY AFTER 20 YEARS.
5.2.004	5030	BUILDING SPACE REQUESTS	1		1	O		P		
5.2.006	246	CERTIFICATION OF DESTRUCTION OF PROPERTY	FE+3		FE+3*	O		P		
5.2.007	5449	DAMAGE REPORTS	FE+3		FE+3	O		P		
5.2.008	5455	EQUIPMENT HISTORY FILES	LA+3		LA+3	O		P		
5.2.009	247	EQUIPMENT INVENTORY DETAIL	FE+3		FE+3*	O		O		PAPER, ELECTRONIC
5.2.010	2704	EQUIPMENT MANUALS	LA		LA	O		P		
5.2.011	329	EQUIPMENT WARRANTIES	AC+1		AC+1	O		P		INCLUDES THOSE FOR THE BOILER ROOM
5.2.014	400	ANNUAL INVENTORY	FE+3		FE+3	O		P		INCLUDES AV LIBRARY COLLECTION INVENTORY
5.2.015	254	INVENTORY REMOVAL NOTICE	FE+3		FE+3*	O		P		
5.2.016	249	INVENTORY, UPDATE LISTING	AC		AC	O		P		AC=INFORMATION TRANSFERRED TO ANNUAL LISTING
5.2.017	250	LOST OR STOLEN PROPERTY REPORT	FE+3		FE+3	O		P		
5.2.019	557	SERVICE ORDERS	1		1	O		P		REPAIR SLIPS LEFT BY OUTSIDE SERVICE VENDORS FOR REPAIR OF TYPEWRITERS, COPIERS, ETC.

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		114 - BUREAU OF RESOURCE MANAGEMENT								
5.2.020	251	SUPPLY USAGE REPORT	FE	1	FE+1	O		P		
5.2.021	252	SURPLUS PROPERTY SALE	FE+3		FE+3*	O		P		
5.2.022	253	UTILITY USAGE REPORTS	AV		AV	O		P		
5.2.023	255	YTD ACTIVITY (INVENTORY LISTING)	FE+3		FE+3*	O		O		PAPER, ELECTRONIC
5.2.027	1740	SPACE UTILIZATION REPORTS	AV		AV	O		E		
5.3	3106	COST DATA	FE+5		FE+5	O		E		
5.3	4421	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P		
5.3.002	1852	FREIGHT BILLS PAID	FE+3		FE+3	O		P		
5.3.003	1853	FREIGHT CLAIMS	AC+2		AC+2	O		P		AC=RESOLUTION OF CLAIM
5.3.004	2670	ORDERS - ACKNOWLEDGEMENTS	AV		AV	O		P		
5.3.005	734	PACKING SLIPS	AV		AV	O		P		INCLUDES AV LIBRARY PACKING SLIPS
5.3.008	1854	PURCHASING LOGS/TRACKING SYSTEM	FE+3		FE+3	O		P		PAPER, ELECTRONIC
5.3.009	564	REQUESTS FOR INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC
5.4	1697	TEST RESULTS ON BUILDINGS FOR MOLD	1	29	30	O		P	X	
5.4	1704	REVIEW OF APPROPRIATE LICENSURE FOR OPERATION OF MOTOR VEHICLE (KEPT WITH PERFORMANCE APPRAISALS)	2		2	O		P		FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.
5.4	1945	COPY OF MOVING AND NON-MOVING TRAFFIC VIOLATIONS (KEPT WITH PERFORMANCE APPRAISALS)	2		2	O		P		FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.
5.4	3036	SAFETY TRAINING RECORDS (NON-HAZARDOUS MATERIALS)	CE+5		CE+5	O		P		

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		114 - BUREAU OF RESOURCE MANAGEMENT								
5.4	3773	DRIVING HISTORIES OF EMPLOYEES (RISK MANAGEMENT)	AC+5		AC+5	C		O		PAPER, ELECTRONIC; AC=TERMINATION OF EMPLOYEE
5.4	4335	DRIVING HISTORY FOR EMPLOYEES LICENSED BY ANOTHER STATE (RISK MANAGEMENT)	AV		AV	O		O		PAPER, ELECTRONIC; OFFICE OF CRIMINAL INVESTIGATIONS FORWARDS THEIR REPORT TO RISK MANAGER FOR RETENTION.
5.4	4624	MOVING AND NON-MOVING TRAFFIC VIOLATIONS (RISK MANAGEMENT)	5		5	O		P		
5.4	4627	REVIEW OF DRIVING RECORD BEFORE TDH EMPLOYMENT DATE (RISK MANAGEMENT)	AV		AV	O		O		PAPER, ELECTRONIC; OFFICE OF CRIMINAL INVESTIGATIONS FORWARDS THEIR REPORT TO RISK MANAGER FOR RETENTION.
5.4	4628	ACCIDENTS WITH THIRD PARTY CLAIMS BASED ON VIOLATIONS OF THE LAW OR ETHICAL STANDARDS (RISK MANAGEMENT)	AV		AV	O		O		PAPER, ELECTRONIC. OFFICE OF CRIMINAL INVESTIGATIONS FORWARDS THEIR REPORT TO RISK MANAGER FOR RETENTION.
5.4	4633	APPROVED DRIVERS LIST (RISK MANAGEMENT)	AV		AV	O		O		PAPER, ELECTRONIC
5.4	4641	INSPECTIONS & SURVEYS OF BUILDINGS FOR MOLD AND ASBESTOS	5		5	O		O		PAPER, ELECTRONIC
5.4	4740	ASBESTOS TESTING RESULTS OF BUILDINGS	30		30	O		P	X	
5.4.001	456	ACCIDENT REPORTS & ASSOCIATED DOCUMENTATION	CE+5		CE+5	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
5.4.002	76	EVACUATION PLANS	US		US	O		P		
5.4.003	262	SAFETY INSPECTIONS	AC+2	1	AC+3	O		P		99-501-250; AC=CORRECTION OF DEFICIENCY IF DEFICIENCY FOUND ON INSPECTION.
5.4.003	2973	INSPECTION RECORDS	AC+3		AC+3	O		P		
5.4.007	96	HAZARDOUS MATERIALS TRAINING RECORDS	5		5	O		P		
5.4.009	187	HAZARD COMMUNICATION WORKPLACE CHEMICAL LIST	30		30	O		P	X	
5.4.010	396	MATERIAL SAFETY DATA SHEETS	AC		AC	O		P		

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		114 - BUREAU OF RESOURCE MANAGEMENT								
5.4.011	1722	VISITOR CONTROL REGISTERS	3		3	O		P		
5.4.011	3052	CUSTOMER PICK UP SHEETS (AV)	3		3	C		P		
5.4.012	213	NETWORK USER INFORMATION	AC+2		AC+2	O		E	X	AC=EMPLOYEE LEAVES TDH OR CHANGES NETWORKS
5.4.012	2968	SECURITY ACCESS TO BUILDINGS	AC+2		AC+2	O		O	X	PAPER, ELECTRONIC; INCLUDES RECORDS PERTAINING TO KEY ISSUANCES, IDENTIFICATION CARDS, BUILDING PASSES; AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF EMPLOYEE TERMINATION
5.4.013	1516	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US	O		P	X	
5.5.001	73	BILLING DETAIL - TELECOMMUNICATIONS	FE+3		FE+3	O		P		
5.5.002	1857	LONG DISTANCE TELEPHONE LOGS	AV		AV	O		P		
5.5.003	285	STATION ACTIVITY REPORT (CDR)	AV		AV	O		P		
5.5.006	1866	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN)	FE+3		FE+3	O		P		
5.5.007	1859	DISPUTED CALL DOCUMENTATION	FE+3		FE+3	O		P		
5.6	3088	VEHICLE LICENSE NUMBER LISTING OF EMPLOYEES' AUTOMOBILES	US		US	O		O		PAPER, ELECTRONIC
5.6.003	2964	FLEET MANAGEMENT SYSTEM	LA+1		LA+1	O		O		PAPER, ELECTRONIC; INCLUDES MILEAGE REPORTS, REPAIRS, MAINTENANCE, INSPECTION INFORMATION ON AGENCY VEHICLES; PAPER IS RETAINED FOR THREE YEARS AFTER DATA ENTRY AND THEN DESTROYED.
5.6.006	3024	OPERATION LOG - VEHICLES (MAILROOM)	1		1	O		P		

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