

Schedule #	Dept	Records Title	Retention Period*	Legal Citation or Reference	Comments
1025-28	AP	Check Registers	FE + 5	LSGR 1025-28	
1050-53(b)	AP	1099 (Miscellaneous Income)	5	LSGR 1050-53(b)	
Internal	AP	Invoice Edit Reports	1		
Internal	AP	Vendor Dispute Settlements	AC + 2		AC = After settlement
1025-05(a)	BIO	Disposal Authorizations for Capital Equipment	AC + 3	LSGR 1025-05(a)	AC = FE of date of disposal
1025-05(c)	BIO	Equipment or Property Detailed Inventories. Includes sequential number property logs.	US + 3	LSGR 1025-05(c)	
1025-05(d)	BIO	Capital Equipment or Property Sale, Auction, or Disposal Records	1	LSGR 1025-05(d)	
1000-01	BM	Agendas – Open Meetings & Closed (Executive) Sessions	2	LSGR 1000-01	
1000-01	BM	Dedications	PM	LSGR 1000-01	
1000-03	BM	Audio Tapes, Videotapes, or Notes of Open Meetings, from which written minutes are prepared	AC + 90 DAYS	LSGR 1000-03	AC = After approval
1000-03(a)	BM	Board of Managers Committee Minutes	PM	LSGR 1000-03(a)	
1000-03(a)	BM	Written Minutes of Board of Managers	PM	LSGR 1000-03(a)	
1000-03(f)	BM	Audio Tapes or Certified Agendas of Closed Board of Managers Meetings (Executive Sessions)	2	LSGR 1000-03(f)	
1000-03(g)	BM	Supporting documentation. <i>One copy of each document of any type submitted to a meeting of a governing body for consideration, approval, or other action; if such action is reflected in the minutes of the meeting</i>	2	LSGR 1000-03(g)	
1000-04	BM	Open Meeting Notices	2	LSGR 1000-04	
1000-21(b)	BM	Affidavits of Publication - Election Notices	60 DAYS after election day	LSGR 1000-21(b)	
1000-24	BM	Complaints. General complaints received from the public by a governing body or any officer or employee of the District relating to government policy.	AC + 2	LSGR 1000-24	AC = Resolution or dismissal of complaint. Specific complains may be subject to other schedules (i.e., potential fire hazards are in the Local Schedule of Public Safety Agencies)
1000-28	BM	Easements. <i>Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases.</i>	PM	LSGR 1000-28	
1000-40(d)	BM	Records management plans and policy documents. <i>Plans and similar documents establishing the policies and procedures under which a records management program operates.</i>	US + 5	LSGR 1000-40(d)	
1000-41	BM	Other Annual Reports (Non-Fiscal)	PM	LSGR 1000-41	

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1025-07(c)	BM	Financial Reports - Long Range Fiscal Planning Reports	PM	LSGR 1025-07(c)	
1025-07(d)	BM	Capital Improvement Reports	PM	LSGR 1025-07(d)	
1050-23	BM	Oaths of Office.	US + 5, or AC + 5	LSGR 1050-23	US + 5, or 5 years after leaving position for which oath required, whichever, applicable
Internal	BM	Governing Board Member Files	AC + 5		AC = Upon separation
4800-22	CAR	Electrocardiograms (EKG) Tracings	10	LSHR 4800-22	
4800-25	CAR	Cardiac Catheterization Cine Films.	5	LSHR 4800-25	
4800-25	CAR	Echocardiogram Videotapes	5	LSHR 4800-25	
4800-25	CAR, RAD	Videotapes of Diagnostic Tests. <i>Includes videotapes created for other diagnostic tests not listed elsewhere.</i>	5	LSHR 4800-25	
1025-04(a)	CB	Annual Budgets (including amendments)	PM	LSGR 1025-04(a)	
1025-04(b)	CB	Special Budgets. <i>Includes budgets for capital improvement projects, grant-funded projects, or other projects prepared on a special or emergency basis and not included in an annual budget.</i>	PM	LSGR 1025-04(b)	
1025-04(c)	CB	Budget Documentation. <i>Working papers created exclusively for the creation of budgets, including budget requests, justification statements, budget change documentation, and similar documents.</i>	2	LSGR 1025-04	
4750-04	CB	Medicare Records, including Billing and Cost Report Materials.	10, or NPR + 3, whichever later	LSHR 4750-04	NPR = Medicare Notice of Program Reimbursement date, i.e., date Medicare cost report is finalized.
4750-04	CB	Medicare/Medicaid Logs	10, or NPR + 3, whichever later	LSHR 4750-04	NPR = Medicare Notice of Program Reimbursement date, i.e., date Medicare cost report is finalized.
4750-04	CB	Providers Statistical and Reimbursement (PS&R) System Reports	10, or NPR + 3, whichever later	LSHR 4750-04	NPR = Medicare Notice of Program Reimbursement date, i.e., date Medicare cost report is finalized.
1000-25	CC	Contracts (Non-Purchasing), Leases and Agreements. <i>Includes reports, correspondence, performance bonds and similar records relating to their negotiation, administration, renewal or termination, except construction contracts.</i>	AC + 4	LSGR 1000-25	AC = Expiration or termination of contract, unless the contract is subject to pending litigation.

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1000-41(a)(3)	CC	Internal Compliance Audits. <i>Records that document ethics and compliance activities created as part of an audit conducted by an individual or group within Harris Health. Includes executive summaries, audit reports, plans of corrective action, and audit work papers.</i>	5	LSGR 1000-41(a)(3)	
1000-30	CEO	Legal opinions. <i>Issued by legal counsel, including, the County Attorney, or the Attorney General of Texas to the Board of Managers or District, including any written requests for opinions, concerning the governance and administration of the District.</i>	PM	LSGR 1000-30	
1000-35	CEO	Organizational Charts	US	LSGR 1000-35	
1025-01(a)	CFO	Annual Cumulative Audit Report. <i>Includes reports by both internal and external auditors.</i>	PM	LSGR 1025-01(a)	
1025-03	CFO	Bond Administrative Records. <i>Includes preliminary studies, proposals, and prospectuses, authorizations and certifications for issuance or cancellation, and related policy correspondence.</i>	PM	LSGR 1025-03	See exception note to 1025-09
1025-07(b)	CFO	Annual Financial Reports.	PM	LSGR 1025-07	
1050-08(c)	CFO	Pension Plan Annual Report.	PM	LSGR 1050-08(c)	
1000-39	CL	Patient Education Handouts	See Remarks	LSGR 1000-39	Keep one copy PM
1000-41	CL	Patient Surveys	See Remarks	LSGR 1000-41	If initiated by District Administration, the report or study prepared based on the survey results should be maintained for 5 years. If department initiated only, maintain no longer than one year.
1075-41(b)	CL	Call Center Summary Reports	3	LSGR 1075-41(b)	
1075-41(b)	CL	Health Call Center Daily Log Sheets (Pages, After Hours)	3	LSGR 1075-41(b)	
Internal	CL	Call Center Physician On-Call Schedules	20		
1025-09	CM	Investment Records. <i>Original bank advices.</i>	FE + 5	LSGR 1025-09	
1025-28	CM	Bank Reconciliation. <i>Includes check register, bank statements, copies of general ledger entries.</i>	FE + 5	LSGR 1025-28	
1025-28	CM	Cancelled Checks	FE + 5, Audit + 1, or NPR + 1, whichever later	LSGR 1025-28	NPR = Notice of Program Reimbursement, or the date the Medicare cost report is finalized.

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1025-30	CM	Journal Entry Supporting Documentation. <i>Includes cash receipts, e.g. check copies, remit advice; recap sheets and purchase transactions.</i>	FE + 5 or Audit + 1, whichever later	LSGR 1025-30	
1000-26(a)	DE	Administrative Correspondence and Internal Memoranda. <i>Correspondence and internal memoranda, including e-mail, pertaining to or arising from the routine administration or operation of the policies, programs, services, and projects of the District.</i>	2	LSGR 1000-26	
1000-26(b)	DE	Routine Correspondence and Internal Memoranda. <i>Routine correspondence and internal memoranda, including e-mail, such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters.</i>	AV	LSGR 1000-26(b)	Administratively Valuable
1000-32	DE	Individual Department Committee Meeting Minutes	3	LSGR 1000-32	
1000-32	DE	Staff and Administrative Department Meeting Minutes	3	LSGR 1000-32	
1000-34	DE	Open Records Requests.	AC + 1	LSGR 1000-34	AC = After final decision on request.
1000-38	DE	Policy and Procedure Documentation and Manuals. <i>Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of the District as a whole or any of its departments, programs, services, or projects.</i>	US + 5	LSGR 1000-38	Review prior to disposal for historical and legal reasons.
1000-41(a)(4)	DE	Performance Improvement (PI), Quality Improvement (QI) Worksheets and Reports (data or reports forwarded to QMS) Corrective Action plans and Preventive Action plans	3	NIAHO QM7, ISO9001 7.1 LSGR 1000-41(a)(4)	
1000-41(b)	DE	Activity reports. <i>Reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, etc.</i>	1	LSGR 1000-41(b)	
1000-41(b)	DE	Employee Monthly Reports	1	LSGR 1000-41	
1025-04(d)	DE	Detail Income & Expense Reports by Dept (Budgetary Info). <i>Status reports showing expenditures and encumbrances against a budget.</i>	2	LSGR 1025-04(d)	

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1025-08(a)	DE	Grant Applications and Proposals - Direct Federal, State, or Private. Successful grant applications and proposals, including any documentation that modifies the terms of a grant.	AC + 3	LSGR 1025-08(b). See also note b) at beginning of Part 2 of LSGR.	AC = Date of submission of the annual expenditure report. Note: All the District's direct federal grants require a 3-year retention. If a federal agency should require a 5-year retention, these records should be retained AC + 5.
1025-08(a)	DE	Grant Applications and Proposals -Indirect Federal (Pass-through). <i>Successful grant applications and proposals, including any documentation that modifies the terms of a grant.</i>	FE + 5 or 7	LSGR 1025-08(a). See also note b) at beginning of Part 2 of LSGR.	For grant programs with a 3-year federal requirement - FE + 5 years; grant programs with a 5-year federal requirement - FE + 7 years.
1025-08(c)	DE	Grant Supporting Documentation. <i>Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals.</i>	3	LSGR 1025-08(c)	
1025-27	DE	Daily Cash Receipts and Reports (Department Copy)	6 MO		Original maintained in Cash Management Department
1050-12	DE	Employee Personnel Files (Department Copy) - Current	Term of employment, or AV		Official employee records are maintained in Human Resources. Therefore, the "official" file should contain all original documents. Maintain copies of those documents that are administratively valuable.
1050-12	DE	Employee Personnel Files (Department Copy) - Separated	2 weeks		At separation, the department's employee file should be sent to Human Resources within two weeks.
1050-54(b)	DE	Leave Requests. Requests and authorizations for paid time off, compensatory, and other types of authorized leave.	FE + 3	1050-54(b)	
1050-57	DE	Time Change Records. <i>Requests and authorizations for overtime, time trading, and other actions that affect normal work time except leave requests.</i>	2	LSGR 1050-57	
4750-11	DE	Volunteer Services Files. <i>Information about individual volunteers and duties they perform.</i>	AC + 2	LSHR 4750-11	AC = Termination
Internal	DE	Payroll Check Signatures	2 MO		
Internal	DE	Position Control Records	1 MO		Produced by Human Resources monthly

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Internal	DE	Sign In Sheets - Employees (Exempt or Non-Exempt)	6 MO (See Remarks)		The computerized time system should be used in lieu of sign-in sheets to track workhours for payroll. However, if sign in sheets are used, retain no longer than 6 months.
1050-04	DE, HR	Certificates and Licenses. <i>Certificates, licenses or permits required to qualify for or remain eligible to hold a position requiring certification or licensing.</i>	AC + 5	LSGR 1050-04	AC = Until superseded or separation of employment. <i>If the submission of copies of certificates, licenses, or permits is required of all applicants for a position, those of applicants not hired must be retained for 2 years under item number 1050-14.</i>
1000-36	DEV	Permits and Licenses. <i>Records documenting the application for and the issuance of permits and licenses by the District for sales, solicitation, facility usage, and similar activities.</i>	AC+2	LSGR 1000-36	AC = Expiration, cancellation, revocation, or denial.
1000-41(a)(3)	DEV	Community Surveys	5	LSGR 1000-41(a)(3)	
1000-42	DEV	Waivers of Liability - Volunteers. <i>Includes statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by District policies, etc.</i>	AC + 3	LSGR 1000-42	AC = Date of cessation of activity for which the waiver was signed.
1075-01	DEV	Request for Proposals (RFP) with Responses	FE + 3	LSGR 1075-01	FE = Fiscal year end.
4750-09	DEV	Research Documentation and Special Projects. Including research on human subjects.	AC + 10	LSHR 4750-09	AC = After completion of research or project.
Internal	DEV	Employee Surveys	3	JCAHO	
1050-28(b)	EDU	In-house Training Programs. <i>Records documenting the planning, development, implementation, administration, and evaluation of in-house training programs.</i>	3	LSGR 1050-28(b)	
1050-28(c)	EDU	Training Materials. <i>Includes manuals, syllabuses, course outlines, and similar training aids used in in-house training programs.</i>	US	LSGR 1050-28(c)	
5750-03	EDU	Hazard Communication Plans. <i>Plans describing how criteria of the Hazard Communications Act with regard to the education and training of employees will be met.</i>	US + 5	LSGR 5750-03	HCHD Department of Public Safety develops, revises and maintains the Hazard Communication plans through EOC committee. The Education Department implements the plans.

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5750-04	EDU	Hazardous Materials Training Records. <i>Records of training given employees in a hazard communications program showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of instructors.</i>	5	LSHR 5750-04	
1075-18(b)(2)	ENG	Facility Maintenance, Repair and Inspection Records. <i>Includes those relating to plumbing, electrical, fire suppression, and other infrastructural systems.</i>	3	LSGR 1075-18(b)(2)	
1075-19	ENG, TRS	Service Requests/Work Orders. <i>For repairs and maintenance to facilities, vehicles, or equipment.</i>	2	LSGR 1075-19	If work orders serve as the only form of record documenting repairs to vehicles or equipment, see schedule number 1075-18(a)(2), they must be retained for the life of the vehicle or equipment.
1075-18(b)(1)	ENV	Routine Cleaning, Janitorial, and Inspection Work at Facilities	1	LSGR 1075-18(b)(1)	
4800-46	ENV	Housekeeping Room Records - Hospitals	2	LSHR 4800-46	
1000-29	FA	Property Insurance Valuation Workpapers.	AC + 4	LSGR 1000-29	AC = Expiration or termination of the policy
1025-01(b)	FA	Annual, Biennial, or Other Periodic Audit of a department, program, fund, or account if included in an cumulative audit, under 1025-01(a).	2	LSGR 1025-01(b)	
1025-01(e)	FA	Audit Workpapers. <i>Working papers, summaries, and similar records created for the purposes of conducting an audit.</i>	AC + 3	LSGR 1025-01(e)	AC = After all questions arising from the audit have been resolved.
1025-05(a)	FA	Fixed, or Capital, Asset Records. Documentation to support the initial cost of a capital asset.	AC + 3	LSGR 1025-05(a)	AC = FE of data of disposal
1025-05(b)	FA	Depreciation Schedules and Asset Summaries.	FE + 3	LSGR 1025-05(b)	
1025-05(c)	FA	Equipment or Property Detailed Inventories.	US + 3	LSGR 1025-05(c)	
1025-07(a)	FA	Financial Statements or Reports (monthly, bimonthly, quarterly, or semi-annual) on accounts, funds, or projects	FE + 3	LSGR 1025-07(a)	
1025-26	FA	Accounts Payable Invoices / Vouchers	FE + 3, Audit + 1, or NPR + 1, whichever later	LSGR 1025-26	Audit includes Annual and Medicare. NPR = Notice of Program Reimbursement, or the date the Medicare cost report is finalized.
1025-30(a)	FA	General Ledger. <i>Showing receipts and expenditures from all accounts and funds of the District.</i>	PM	LSGR 1025-30(a)	

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1025-30(c)	FA	Accounts Payable Purchase Journal. <i>Disbursement subsidiary journal.</i>	20	LSGR 1025-30(c)	Currently on microfilm, eventually CD
1025-30(d)	FA	Journal Entries	20	LSGR 1025-30(d)	
1025-31	FA	Account Reconciliation or Transaction Summaries (monthly).	FE + 5	LSGR 1025-31	
1025-32	FA	Unclaimed Property Documentation regarding Unclaimed Payroll, Accounts Payable, and Patient Valuables. <i>Includes any form of record sufficient to verify information on unclaimed property previously reported to the State Treasurer or 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.</i>	AC + 10	LSGR 1025-32	AC = Date on which property is reportable
1050-53(b)	FA	Payroll and Sales Tax Filings.	5	LSGR 1050-53(b)	
1075-03(d)	FA	Vendor Lists and Set-up Documentation. Includes addresses, tax ID, etc.	US	LSGR 1075-03(d)	
4750-10	FA	Survey and Inspection Reports. <i>Includes building and fire inspections and hospital accrediting program ie: DNVGL Healthcare.</i>	3	LSHR 4750-10	Does not include surveys for monitoring radiation.
1025-02	FO	Bank Security Records. <i>Records documenting the pledging of bonds or securities by banks serving as District's depositories for public funds, including depository contracts, security pledges and statements, surety bonds, and similar records.</i>	AC + 4	LSGR 1025-02	AC = After termination, expiration, or release of contractual obligations.
1025-09	FO	Investment Transaction Records. <i>Documentation relating to the investment of public funds (e.g., certificates of deposit) that evidences the investment of funds, the performance or return of investments, the cancellation or withdrawal of investments, and similar activity.</i>	FE + 5	LSGR 1025-09	Exception: Records of investments and calculation of arbitrage rebate amounts (if any) on proceeds from the sale of tax exempt bonds must be retained for 6 years after the retirement of the last obligation of the bond issue.
1025-25	FO	Accounting Policies and Procedures Documentation. Policy and procedure directives and similar records documenting accounting methodology.	US + 5	LSGR 1025-25	
1025-27(d)	FO	Bad Debt Reports	FE + 3	LSGR 1025-27(d)	

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1025-08(b)	GA	Grant Cost Allocation Plans and Indirect Cost Records for Grant Funds -Direct Federal	AC + 3 or 5	LSGR 1025-08 (As Exception under Part 2)	AC = Date of submission or, for plans prepared and retained by the grantee, from the close of the fiscal year covered by the plan.
1025-08(b)	GA	Grant Income Records for Grant Programs - Direct Federal.	AC + 3 or 5	LSGR 1025-08 (As Exception under Part 2)	AC = End of fiscal year in which the income is used.
1025-08(b)	GA	Grant Records - Direct Federal, State or Private. <i>Financial, performance, single audit, and compliance reports submitted to grantor or subgrantor agencies.</i>	AC + 3	LSGR 1025-08(b). <i>See also note b) at beginning of Part 2 of LSGR.</i>	AC = Date of submission of the annual expenditure report.
1025-08(b)	GA	Grant Records - Indirect Federal (Pass-through). <i>Financial, performance, single audit, and compliance reports submitted to grantor or subgrantor agencies.</i>	FE + 5 or 7	LSGR 1025-08(b). <i>See also note b) at beginning of Part 2 of LSGR.</i>	For grant programs with a 3-year federal requirement - FE + 5 years; grant programs with a 5-year federal requirement - FE + 7 years.
1025-08(b)	GA	Records of Equipment or Non-Expendable Property Acquired with Grant Funds - Direct Federal.	LA + 3 or 5	LSGR 1025-08 (As Exception under Part 2)	LA = Date of transfer, replacement, sale, or junking of the item. These records are maintained in the Grant Equipment Inventory database.
4750-07(d)	HAZ	Surveys used for dose determinations; results of air sampling, surveys, and bioassays; and results of measurements and calculations used to evaluate the release of radioactive effluents to the environment.	Until termination of license or certificate of registration	LSHR 4750-07(d)	25 TAC 289.113
5750-05	HAZ	Safety Data Sheets (SDS). <i>Safety data sheets supplied to District employees by manufacturers or distributors of hazardous chemicals.</i>	AC + 1	LSGR 5750-05	AC = Receipt of updated sheet or hazardous chemical is no longer present in District facilities.
5750-06	HAZ	Workplace Chemical Lists. <i>Lists of hazardous chemicals, including superseded lists, compiled and maintained by the District.</i>	30	LSGR 5750-05	In accordance with the Texas Health & Safety Code Section 502.005(d).
5750-02	HAZ/ENG	Facility Chemical Lists. Copies of tier two forms containing information of hazardous chemicals present Harris Health facilities submitted to the Fire Chief of the City of Houston and to Texas Dept of State Health Services.	US	LSHR 5750-02	
Internal	HIPAA	HIPAA Project Management Files	6		

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1050	HR	Individual Personnel File - Current Employee. (To include records of education, training and expertise)	Until separated	LSGR 1050	Personnel files will be maintained until separated, plus 5 years.
1050	HR	Individual Personnel File - Separated Employee. <i>Includes certificates and licenses, awards and commendations, counseling records, disciplinary and adverse action records, performance appraisals, employment application, transcripts and letters of reference, counseling records.</i>	AC + 5	LSGR 1050	AC = After separation. Individual retention periods for each document range from 2 to 5 years following separation.
1000-26(b)	HR	COBRA Letters	4	LSGR 1000-26(b)	
1050-02(a)	HR	Validation Studies for Aptitude and Skills Test Records.	AC + 2	LSGR 1050-02(a)	AC = Life of test.
1050-02(b)	HR	Aptitude and Skills Test. <i>Tests required of job applicants or of current</i>	US + 2	LSGR 1050-02(b)	29 CFR 1602.31, 1602.40, and 1602.49. One copy of each different test (different in
1050-02(c)	HR	Aptitude and Skills Test Records. <i>Test papers of persons taking test.</i>	2	LSGR 1050-02(c)	29 CFR 1602.31, 1602.40, and 1602.49.
1050-02(d)	HR	Planning and Administration of Tests Records, other than Aptitude and Skills Test Records (above)	3	LSGR 1050-02(d)	
1050-06(a)	HR	Counseling Records. <i>Records or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems.</i>	AC + 3	LSGR 1050-06(a)	AC = Termination of counseling.
1050-08 (b)(2)(a)	HR	Employee Retirement File. <i>Enrollment forms providing personal identifying data, beneficiary information, option selection, and similar information for retirement.</i>	PM	LSGR 1050-08 (b)(2)(a)	
1050-08(a)	HR	Employee Benefit Plans and Amendments	AC + 1	LSGR 1050-08(a)	AC = Termination of plan
1050-08(b)(2)(b)	HR	Employee Enrollment Forms - Life, Health, and Disability Insurance. Includes personal identifying data, beneficiary information, option selection, and similar information.	AC + 4	LSGR 1050-08(b)(2)(b)	AC = Termination of coverage
1050-09	HR	Employment Recognition Records. Award committee reports, selection criteria, nominations, and similar administrative reports of employee award or incentive programs.	2	LSGR 1050-09	
1050-11	HR	Justice Information Mgmt System Check Form	2	LSGR 1050-11	

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1050-12	HR	Employee Service Record. <i>Includes the following minimum information: (1) name; sex; date of birth; social security number; (2) positions held with dates of hire, promotion, transfer or demotion; (3) dates of leaves of absence or suspension that affect length of service; (4) wage or salary rate for each position held, including step or merit increases within grades; and (5) date of separation.</i>	PM	LSGR 1050-12	Data maintained in Human Resources' IBM system since 1989. Prior to 1989 all separated employee records are on microfilm.
1050-13	HR	Employment Advertisements or Announcements. <i>Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including job orders submitted to employment agencies.</i>	2	LSGR 1050-13	29 CFR 1602.31, 1602.40, and 1602.49
1050-14	HR	Employment Applications, with Resumes, not hired. <i>Includes applications, transcripts, letters of refernces, and similar documents submitted by candidates for a vacant position.</i>	2	LSGR 1050-14	
1050-16(a) & (b)	HR	EEOC Records and Reports. <i>Includes forms data compiled to complete EEO reports, and forms EEO-1, EEO-4, EEO-5, and EEO-6</i>	3	LSGR 1050-16(a) & (b)	29 CFR 1602.30, 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50
1050-16(c)	HR	EEOC Case Files relating to Discrimination Complaints. <i>Includes legal and investigative documents, related correspondence, withdrawal notices, and decisions or judgments.</i>	AC + 3	LSGR 1050-16(c)	AC = Resolution of case
1050-19	HR	Fingerprint Cards	AC + 5	LSGR 1050-19	AC = Date of separation
1050-22(a)	HR	Employee Health Records - Non-Exposure. <i>Health or physical examination report of all job applicants if physical condition is a factor in hiring decisions, including the promotion, transfer, or selection for training of current personnel.</i>	2	LSGR 1050-22(a)	Began imaging in 2001.
1050-22(b)(1)	HR	Employee Health Records - Exposure. <i>Records relating to exposure in the course of work to toxic substances, harmful physical agents, or bloodborne pathogens.</i>	AC + 30	LSGR 1050-22(b)(1)	AC = Date of separation. 29CFR 1910.20(d)(1)(i) and 1910-1030(h)(1)(iv)
1050-22(b)(1)	HR	Needlestick Records (unknown status)	AC + 30	LSGR 1050-22(b)(1)	AC = Date of separation

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1050-22(b)(2)	HR	Employee Health Records. <i>Health or physical examination report for whom periodic monitoring of health or fitness is required.</i>	US + 2	LSGR 1050-22(b)(2)	
1050-24	HR	Address or Name Change Form	2	LSGR 1050-24	
1050-25	HR	Personnel Studies and Surveys. Studies, statistical reports, surveys, cost analyses and projections.	3	LSGR 1050-25	Review before disposal; some documents may merit permanent retention for historical reasons.
1050-26(a)	HR	Job Descriptions and Addenda. <i>Documentation regarding job descriptions or addenda, including any associated task or skill statements .</i>	US + 4	LSGR 1050-26(a)	US = Until superseded or position abolished; 40 TAC 301.6(i)
1050-26(d)	HR	Personnel Requisitions	2	LSGR 1050-26(d)	
1050-27	HR	Reduction in Force Plans. <i>Including any related implementation documentation.</i>	US + 2	LSGR 1050-27	If implemented, retain 2 years from date of last RIF action under the plan.
1050-29	HR	Unemployment Compensation Claim Files. <i>Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases.</i>	5	LSGR 1050-29	
1050-30	HR	Verification of Employment Eligibility (INS Form I-9)	3 yrs from hire, or AC + 1, whichever later	LSGR 1050-30	3 yrs from hire, or 1 year after separation, whichever later; 8 CFR 474a.2(b)(2)(i)(A) and (c)(2).
1050-31	HR	Work Schedules. <i>Work, duty, shift, crew, or case schedules, rosters, or assignments (other than time and attendance reports or Nursing schedules).</i>	1	LSGR 1050-31	
1050-59(a)	HR	Wage and Salary Rates Tables for each Position.	AC + 2	LSGR 1050-59(a)	AC = Last effective date.
1050-24	HR, DE	Personnel Action Form (Form 50). <i>Documents used to create or change information in the personnel records of individual employees concerning hiring, termination, transfer, pay grade, position or job title, leaves of absence, name changes, and similar actions.</i>	2	LSGR 1050-24	29 CFR 1602.31, 1602.40, and 1602.49
5825-15	IS	Project Management Records: <i>Records created and used in the development, redesign, or modification of automated systems or applications, including design documentation, feasibility studies, justifications, user requirements, etc.</i>	AC + 3	LSGR 5825-15	AC = After completion of project.
5825-15	IS	Project Management Records: Routine status reports, memos, and correspondence	1	LSGR 5825-15	State requirement is AV.

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	IS	For all other records see " <i>Retention Schedule for Electronic Data Processing and Computer Operations and Technical Support Records</i> "			
5800-01	IT	Mainframe Sub-systems' Journals & Logs	AC + 30 days		Until de-install & disposal of the individual software/hardware
5800-01	IT	Mainframe Transaction Logs	AC + 45 days		Daily backups, kept 45 days in fire proof safe, monthly offsite
5800-01	IT	Server and Network router/switch audit logs	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5800-02	IT	Mainframe finding AIDES, indexes, and Tracking systems	AC + 30 days		Daily backups, kept 30 days in fire proof safe.
5800-03	IT	Computer Room Hardware – Proprietary written operating instructions, policy and procedures.	AC		Changes as operational conditions dictate.
5800-03	IT	IBM Mainframe and Peripherals – Installation Guides, Maintenance Guides, System Support Manuals, User Manuals.	AC + 0 days		All associated materials are retained until equipment is decommissioned and removed from site. Most of the equipment manuals must be shipped with the equipment.
5800-03	IT	Non-IBM Equipment (printers, tape drives, etc.) - Installation Guides, Maintenance Guides, System Support Manuals, User Manuals.	AC + 0 days		SD – Shared Network Drive. All custom written documentation is backed up on the shared drive and is archived as long as the hardware remains on-site.
5800-03	IT	Server and Network hardware documentation	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5800-04	IT	Server and Network hardware data including files, folders, and data.	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5800-05	IT	Server and Network hardware data including files, folders, and data.	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5800-06	IT	Server and Network hardware programs including scripts, Operating System, application software	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5800-06	IT	Server-based Software Programs	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5800-08	IT	OS/390 Operating systems and sub-systems	AC + 0 days		Until de-install & disposal of the individual software
5800-08	IT	Server and Network Documentations including all technical process and procedures.	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite

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5800-08	IT	Technical documents (Software)	AC = 2 years		Some systems have been installed for only one year and therefore does not meet the 10 year requirement
5825-01	IT	Access Security data	AC = 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-01	IT	Server and Network Security Logs, Including all creation, deletion and access logs	AC = 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-04	IT	Computer Operations Daily Schedules, Run Sheets and Logs.	AC + 90 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-05	IT	Computer Operation and Support Procedures	US + 5 yrs.		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-05	IT	Operations Policies and Procedures for: Operation of Equipment, Production Control, System Backup, Dial-in Access, etc.	US + 5yrs.		Retention is determined by when procedures are updated, replaced or withdrawn.
5825-05	IT	Server and Network policy and procedures. Including access, security, development, data retention, system backup, and disposition.	AC = 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-07	IT	Server and Network disaster plans and protection	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-07	IT	Tape Backups Cross-Reference: List of most current tape backups for recovery	US	N/A	Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-08	IT	Electronic Media Library System Files (records used to control the location, maintenance and disposition of media in the electronic media library)	AC + 0 days		This data is controlled by the Computer Associates – Tape Library Management System. Retention is designated to be until related media are updated and or deleted.
5825-08	IT	Server and Network Media including DLT Tape Backup and server hard drives.	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-10	IT	Network Circuit Inventory (used by government) including circuit number, vendor type of connection, software and contact person	PM		Permanent Retention in File cabinet
5825-11	IT	IBM 9672 and all peripherals documentation	US	N/A	
5825-11	IT	Network implementation diagrams	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-12	IT	Operating System and Hardware conversion planning documents for all IBM and non-IBM hardware.	PM		
5825-12	IT	Server and Network Operation System and Hardware replacement documents	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite

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5825-13	IT	Server and Network logs. Including FTP, access, and security logs	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-14	IT	Change Control and Post Mortem reports	FE + 90 Days		
5825-14	IT	Quality Assurance Records	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-14	IT	Server and Network quality records including HP Openview, Compaq Insight Manager, and ACS	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-15	IT	Server and Network project files including Microsoft Project plans and PMO documents	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-16	IT	OS/390 Console logs	AC + 30 days		
5825-16	IT	Server and Network logs including print logs, console logs and tape retention	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-16	IT	Server based System Activity Monitoring Records	AC + 30 days		Daily backups, kept 30 days in fire proof safe, monthly offsite
5825-17	IT	Server and Network Training Course manuals	PM		Permanent Retention of books after class is taken
4800-21	LAB	Blood Bank: Quality Control Records	5	CLIA/CAP; LSHR 4800-21	
4800-24	LAB	Pathology Reports	10	CLIA/CAP; LSHR 4800-24	Maintained in medical record
4800-24	LAB	Pathology Slides	10	CLIA/CAP; LSHR 4800-24	
Internal	LAB	Accession Log Records	2	CAP	
Internal	LAB	Autopsy: Paraffin Blocks	10	CAP	
Internal	LAB	Autopsy: Reports	10	CAP	
Internal	LAB	Autopsy: Slides	10	CAP	
Internal	LAB	Autopsy: Wet Tissue	3 MO	CAP	3 months after final report
Internal	LAB	Blood Bank Donor and Recipient Specimens	7 DAYS	CAP	7 days after transfusion or 10 days after crossmatch
Internal	LAB	Blood Bank: Donor and Recipient Records	PM	CAP	CAP - indefinitely
Internal	LAB	Blood Bank: Records of Employee Signatures, Initials, Identification Codes	10	CAP	
Internal	LAB	Bone Marrow Smears and Reports	20	CLIA	
Internal	LAB	Cytology Reports	10	CAP	
Internal	LAB	Cytology Slide Preparations	5	CLIA	From date of exam
Internal	LAB	Cytology Slides (negative, unsatisfactory)	5	CLIA/CAP	
Internal	LAB	Cytology Slides (suspicious, positive)	5	CLIA/CAP	

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Internal	LAB	Fine Needle Aspiration Slides	10	CAP	
Internal	LAB	Histopathology Specimen Blocks	2	CLIA	
Internal	LAB	Laboratory Instrument Maintenance and calibration Records	2	CAP	
Internal	LAB	Laboratory Proficiency Testing Records	2	CLIA	From date of participation in PT event
Internal	LAB	Laboratory Quality Control Records	2	CLIA/CAP	
Internal	LAB	Laboratory Quality Improvement Records	2	CLIA	
Internal	LAB	Laboratory Test Procedure (how test is performed)	AC + 2	CLIA	AC = Date procedure is discontinued
Internal	LAB	Laboratory Test Records (Instrument Printouts)	2	CLIA/CAP	
Internal	LAB	Laboratory Test Requisition	2	CLIA	
Internal	LAB	Maintenance Records (Laboratory)	2	CAP	
Internal	LAB	Oral pathology Specimen Blocks	2	CLIA	
Internal	LAB	Pathology Test Report	20	CAP	
Internal	LAB	Pathology Wet Tissue	2 WKS	CLIA	2 weeks after final report
Internal	LAB	Patient Test Results and Reports (copy maintained by Laboratory)	2	CAP	Also maintained in medical record
Internal	LAB	Peripheral Blood and Body Fluid Smears	7 DAYS	CAP	
Internal	LAB	Permanently stained slides for differentiated microbiology (e.g., gram, trichome)	7 DAYS	CAP	
Internal	LAB	Records of Deferred Donors	PM		
Internal	LAB	Records of Remedial Action for PT Failure	2	CLIA	
Internal	LAB	Serum, Cerebrospinal Fluid, Body Fluids Specimens	48 HRS	CAP	
Internal	LAB	Urine Specimens	24 HRS	CAP	
1075-02	MM	Inventory Records (Parts and Supplies)	1	LSGR 1075-02	
1075-03(a)	MM	Receiver Worksheets	FE + 3	LSGR 1075-03(a)	
1075-03(b)	MM	Delivery Tickets	FE + 3	LSGR 1075-03(b)	
1075-03(b)	MM	Proof of Delivery Documents	FE + 3	LSGR 1075-03(b)	
1075-03(c)	MM	Packing Slips and Order Acknowledgments	AV	LSGR 1075-03(c)	
1075-40(a)	MM	Postal Meter and Permit Usage Records	1	LSGR 1075-40(a)	
1075-40(b)	MM	Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies.	1	LSGR 1075-40(b)	
1000-40(a)	MR	Records Retention Schedules. Including all successive versions of and amendments to schedules.	PM	LSGR 1000-40(a)	
1000-40(c)	MR	Records Inventories. <i>Lists or inventories of the active and inactive records created or received by a local government.</i>	1	LSGR 1000-40(c)	State requirement is AV.

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1000-40(d)	MR	Records Destruction Documentation. <i>Records documenting the destruction of records under the records control schedules.</i>	PM	LSGR 1000-40(d)	
4800-02	MR	Index to Patient Medical Records, or Master Patient Index (MPI)	PM	LSHR 4800-02	
4800-03	MR	Logs and Registers. <i>Includes delivery room log, emergency room log, surgery log, trauma registry, tumor registry files.</i>	5	LSHR 4800-03	
4800-04	MR	Fetal Heart Monitor Strips. <i>Includes actual strips generated by fetal heart monitoring and testing devices.</i>	Patient's 20th birthday	LSHR 4800-04	
4800-29	MR	Therapy Treatment Records. <i>Records related to therapy treatments that are not duplicated in the patient medical record. Includes occupational, physical, speech, audiology, and inhalation therapy.</i>	5	LSHR 4800-29	
Internal	MR	Disease, Operative, and Physician Indexes	20		
4775-02	MR, CL	Dental Records - Adult	AC + 10	LSHR 4775-02	AC = Last patient visit
4775-03	MR, CL	Immunization Records - Adults	CE + 10	LSHR 4775-03	10 years following end of calendar year (CE) in which consent form was signed.
4775-03	MR, CL	Immunization Records - Minors	21st birthday, or CE + 10, whichever later.	LSHR 4775-03	21st birthday or 10 years following end of calendar year (CE) in which consent form was signed, whichever later.
4775-04	MR, CL	Medical Records - Non-Hospital/Clinic Units. Including laboratory reports and master index of records, of persons treated in local health programs.	5 years since last date of service or until patient's 21st birthday, whichever later.	LSHR 4775-04	Includes homeless shelters, mobile units, and maternal child health.
4775-04(g)	MR, CL	HIV/AIDS Clinic Records	5 years after patient's death; or 25 years from last date of service, if known	LSHR 4775-04(g)	
4775-05	MR, CL	Patient Screening Records. <i>Includes health survey, consent, eligibility, and diagnostic test results.</i>	5 years since last date of service or until patient's 21st birthday, whichever later.	LSHR 4775-05	Includes screenings performed by maternal child health, community outreach, and mobile health units.

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4800-04	MR, CL	Patient Medical Record - Adults. <i>Complete health records for adult patients. Includes patient identification data; medical history; reports of relevant physical examinations; diagnostic and therapeutic orders; documentation of appropriate informed consent; clinical observations, including the results of therapy; reports of procedures, tests, and their results, including laboratory, pathology, and radiology reports; and conclusions at termination of hospitalization or evaluation/treatment, and treatment records for emergency room.</i>	10 years past the last date on which service was given.	LSHR 4800-04	Includes patient medical records for hospital, ambulatory surgery units, and the community health centers (except HIV/AIDS and Dental). A hospital may not destroy medical records that relate to any matter that is involved in litigation if the hospital knows that the litigation has not been resolved.
4800-04	MR, CL	Patient Medical Record - Minors. Complete health records for minors.	10 years past the last date on which service was given or until the patient's 21 st birthday, whichever is later"	LSHR 4800-04	Includes patient medical records for hospital, ambulatory surgery units, and the community health centers (except HIV/AIDS and Dental).
4750-07(a)	NMD	Records showing the Receipt, Transfer, and Disposal of all licensed or registered sources of radiation. <i>Documentation of disposal should include waste shipping records, such as manifests and receipts.</i>	Until disposal is authorized by Texas Dept of Health	LSHR 4750-07(a)	25 TAC 289.113
4750-07(e)	NMD	Tests for leakage or contamination of sealed sources of radioactive material.	5	LSHR 4750-07(e)	25 TAC 289.113
4750-07(k)	NMD	Records of the disposal of licensed materials by discharge into sanitary sewage or treatment by incineration	Until termination of license or certificate of registration	LSHR 4750-07(k)	25 TAC 289.113
4750-07(t)	NMD	Records and Reports of Misadministration of Radionuclides	10	LSHR 4750-07(t)	25 TAC 289.121
4800-48	NMD	Nuclear Medicine Reports. <i>Includes nuclear medicine interpretations, consultations, and procedures</i>	5	LSHR 4800-48	
4800-45(a)	NT	Food Service Records. <i>Includes food costs, meal counts, and dietary services studies</i>	5	LSHR 4800-45(a)	
4800-45(b)	NT	Menus	2	LSHR 4800-45(b)	
4800-45(c)	NT	Rosters of Patient Diet Orders (Patient Worklists)	2 MO	LSHR 4800-45(c)	Months
Internal	NT	Cooks/Salad/Dessert Worksheets and Work Assignments	2 MO		Months

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Internal	NT	CPC Issue Sheets	1		
Internal	NT	CPC Vendor Invoices (Copy)	1		AP maintains originals
Internal	NT	Engineering Requests	1		
Internal	NT	Temperature Check Logs - Food and Equipment.	3	JCAHO	
4800-49	NUR	Nursing Services Reports. <i>Includes supervisory and staffing records/reports, i.e., daily, weekly, monthly, bimonthly work schedules, and assignment sheets for medical personnel. Includes nursing staff, medical aides, and support staff who provide medical treatment.</i>	5	LSHR 4800-49	
Internal	NUR	Nursing Advisory Committee Minutes. Includes the annual evaluation of the nursing staffing plan.	2	TAC 133.41(o)	
4800-46	OR	Autoclave/Sterile Supply Records	2	LSHR 4800-46	
Internal	OR	Operating Room Schedules. Schedules of procedures in an operating room.	3		
1025-30	PBS, ADM	Cashier Audit Package. <i>Includes cash receipts, cash postings, and cashier balance sheet.</i>	FE + 5 or Audit + 1, whichever later	LSGR 1025-30	
4800-01	PBS, ADM	Birth and Death Certificate Records. Copies of birth and death certificates sent to local registrars of vital statistics	1	LSHR 4800-01	State = AV
4800-05	PBS, ADM	Memorandum of Transfer (MOT). <i>A copy of each MOT retained by both the transferring and receiving hospitals and filed separately from the patient's medical record in a manner that will facilitate inspection by the Texas Dept of Health</i>	5	LSHR 4800-05	
4800-41	PBS, ADM	Admission and Discharge Reports	3	LSGR 4800-41	
4800-42	PBS, ADM	Patient Census	10	LSHR 4800-42	
Internal	PBS, ADM	Copy of Referral Forms (Notification to Admit - by MD)	90 DAYS		Original with medical record
Internal	PBS, ADM	HMO Acknowledgements (Notification to HMOs of Admission)	1		
Internal	PBS, ADM	Patient Clothing Release Forms	1		
Internal	PBS, ADM	Patient Valuables Receipt Forms (Claimed Property)	1		Unclaimed Property - see "ESCHEAT filings" under Fiscal Operations
Internal	PBS, ADM	Registration Packet. <i>Includes referral, audit sheets.</i>	1		
1025-27	PBS, PA	Cash Adjustments Reports	10	LSGR 1025-27	On CD as of 9/2001
1025-27	PBS, PA	Cash Posting Reports	10	LSGR 1025-27	On CD as of 9/2001
1025-27	PBS, PA	Lockbox	10	LSGR 1025-27	On CD as of 5/2002

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1025-27	PBS, PA	Mail-in Payments	10	LSGR 1025-27	
1025-27	PBS, PA	Patient Billing Records	10	LSGR 1025-27	
1025-32	PBS, PA	Unclaimed Patient Refunds. <i>Includes any form of record sufficient to verify information on unclaimed property previously reported to the State Treasurer or 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.</i>	AC + 10	LSGR 1025-32	AC = Date on which property is reportable
4750-04	PBS, PA	Medicare/Medicaid Remittance Advices	10	LSHR 4750-04	10 year retention per the False Claims Act.
4825-02	PBS, PE	Financial Assistance Applications - Eligible and Denied - Medicare Patients.	5, or NPR +1, whichever later	LSHR 4825-02	NPR = Notice of Program Reimbursement, or the date the Medicare cost report is finalized.
4825-02	PBS, PE	Financial Assistance Applications -Appeals. <i>Includes original request for appeal, all documents used by Patient Eligibility Services to evaluate the appeal request, transcripts from committee hearings, and written notice of the final decision.</i>	AC + 5	LSHR 4825-02	AC = Date of committee's decision
4825-02(a)	PBS, PE	Financial Assistance Applications -Denied patients. <i>Includes application, all supporting forms, copies of proofs provided, written notice of eligibility decision, reason for denial, explanation of the appeal process, and audit records.</i>	AC + 4	LSHR 4825-02(a)	AC = Date of denial
4825-02(b)	PBS, PE	Financial Assistance Applications -Eligible patients. <i>Includes application, documentation and verification of eligibility, monthly financial and activity reports, eligibility reviews and audit records.</i>	5	LSHR 4825-02(b)	
Internal	PBS, PE	Financial Assistance Applications -Pended Patients	30 days		
Internal	PBS, PE	Monthly Reports of Eligibility Activity by Location.	4	LSHR 4825-02	
Internal	PBS, PE	Patient Complaint/Appeal Logs	5		
Internal	PBS, PE	Patient Logs. <i>Records of patients entering an eligibility center or outreach location requesting financial assistance, whether deemed eligible, denied, or pended.</i>	5		

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1050-22(c)	PD	Medical and Exposure Reports. <i>Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, e.g., asbestos abatement, including analyses derived from such reports.</i>	30	LSGR 1050-22(c)	29 CFR 1910.20(d)(1)(ii)
1075-16	PD	Construction Project Files. <i>Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, and systems, including feasibility, screening and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blue prints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation.</i>	PM (See Remarks)	LSGR 1075-16	Files relating to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, and similar structures and facilities need be retained for only 10 years after completion of the project.
4775-44(b)	PH	Schedule II Prescriptions	105	HHS VDP	
4775-44(b)	PH	Schedule III-V Prescriptions		HHS VDP	
4775-44(b) 4800-44(d)	PH	Outpatient Prescriptions		HHS VDP	Per CMS Guidelines
4800-44	PH	Annual Inventory	2	LSHR 4800-44, TSBP	
4800-44	PH	Floor Stock Administration Records	2	LSHR 4800-44, TSBP	
4800-44	PH	Inpatient Controlled (Narcotic) Daily Delivery Sheets	2	LSHR 4800-44, FCSA	
4800-44	PH	Inpatient Purchasing Records and Invoices	2	LSHR 4800-44, TSBP	
4800-44	PH	Pre-packing Records	2	LSHR 4800-44, TSBP	
4800-44(a)	PH	Controlled Substances Perpetual Inventory Records, or Controlled Sheet	2	LSHR 4800-44(a), TSBP	
4800-44(a)	PH	Outpatient Pharmacy Purchasing Records and Invoices		HHS VDP	
4800-44(c)	PH	Inpatient Medication Records, or Patient Profiles (pharmacy copy)	2	TSBP, LSHR 4800-44(c)	Original maintained in patient record for 10 years past the last date of service.
Internal	PH	Loading Records of Automated Dispensing Devices	2	TSBP	

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Internal	PH	Outpatient Pharmacy Signature Daily Log Sheets	2	TSBP	
1000-33	PR	Media or News Releases.	5	LSGR 1000-33	
1000-37	PR	Photographs, Recordings, and Other Non-Textual Media. <i>Those photographs, slides, sound recordings, videotapes, posters, and other media that document the historical activities of the District, or any of its departments, programs, or projects.</i>	PM	LSGR 1000-37	Note: Latitude is allowed to determine what extent a particular photograph, for example, documents the history and activities of the District.
1000-39	PR	District Newsletter.	PM	LSGR 1000-39	Maintained and distributed electronically.
1000-39	PR	Other Publications. <i>Pamphlets, reports, studies, proposals, and similar materials printed by or for a local government or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution.</i>	PM	LSGR 1000-39	Note: Educational or public service leaflets or flyers whose contents are of a general nature and not specific to the District, beyond the inclusion of an address, telephone number, etc. are exempted from the retention period and may be disposed of at option.
1050	PS	Medical Staff Credentialing and Personnel Files	AC + 21	JCAHO	AC = Upon separation. Per Medical Staff Briefing on JCAHO Standards - April 2002.
1000-03	PS	Minutes of Executive Committee and Medical Staff	PM	LSGR 1000-03	
4800-03	PS	Cancer Registry Files	5	LSHR 4800-03	AC = After last entry
Internal	PS, CL	Physician On-Call Schedules	20		Dr. Brown asks for reduction if there are no impediments.
1000-21(c)	PUR	Affidavits of Publication - All Other Legal Notices (except Election) including results of evaluations and any necessary actions arising from the evaluation.	2	LSGR 1000-21(c)	Reference statement above.
1075-01(a)	PUR	Successful Bids and Requests for Proposals. <i>Includes invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation.</i>	FE + 3	LSGR 1075-01(a)	If a formal written contract results, the successful bid or RFP and supporting documentation must be retained for the same period as the contract. Please reference attached memo from the Harris County Purchasing Department.
1075-01(b)	PUR	Unsuccessful Bids.	2	LSGR 1075-01(b)	Please reference attached memo from the Harris County Purchasing Department
1075-01(c)	PUR	Informal Bid Records. <i>Includes requests for quotations or estimates, for the procurement of goods or services for which state law or local policy does not require the formal letting of bids.</i>	1	LSGR 1075-01(c)	Please reference attached memo from the Harris County Purchasing Department

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1075-03(a)	PUR	Purchase Orders and Requisitions	FE + 3	LSGR 1075-03(a)	Please reference attached memo from the Harris County Purchasing Department
1075-03(b)	PUR	Purchasing Log or Register. <i>A log, register or similar record providing a chronological record of purchase orders issued, orders received, and similar data on procurement status.</i>	FE + 3	LSGR 1075-03(b)	Please reference attached memo from the Harris County Purchasing Department
1050-50	PY	Deduction Authorizations. <i>Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments.</i>	AC + 4	LSGR 1050-50	AC = Date of separation or after amendment, expiration, or termination of authorization, whichever sooner.
1050-51	PY	Direct Deposit Applications/Authorizations	US	LSGR 1050-51	
1050-52(a)	PY	Payroll Reports and Registers. <i>Master payroll register that shows earnings and deductions for each pay period for each employee.</i>	5	LSGR 1050-52(a)	On CD as of 2000
1050-52(b)(3)	PY	Final year-to-date payroll register of each calendar year, that shows all persons employed during the year from whose wages deferred compensation deductions were made	PM	LSGR 1050-52(b)(3)	Maintained since inception of 401K and 457.
1050-52(f)	PY	Payroll Adjustment Records. <i>Includes transaction registers, authorizations, and similar records authorizing and detailing adjustments to payroll because of overpayment, underpayment, etc.</i>	FE + 3	LSGR 1050-52(f)	
1050-53(a)	PY	W-4 (Wage Withholding)	AC+4 or US+4, whichever sooner	LSGR 1050-53(a)	AC = After separation
1050-53(b)	PY	W-2 (Wage and Tax Statement)	5	LSGR 1050-53(b)	
1050-55(a)	PY	Form 50 (Personnel Action Form) -Department Copy	2	LSGR 1050-55(a)	Original in HR record.
1050-55(b)	PY	Adjustments to Wages	5	LSGR 1050-55(b)	
1050-56	PY	Time and Attendance Reports. <i>Includes time cards and time sheets, including work schedules and documentation evidencing adherence to or deviation from normal work hours for those employees working on fixed schedules.</i>	4	LSGR 1050-56	

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1000-41(a)(3)	QM	Risk Management Reports. <i>Records related to Quality Management/ internal risk management. Includes education and training for non-physician employees, analysis of patient grievances, review of incident reports, and minutes agenda and reports of the Quality Management/ risk management committee.</i>	5	LSGR 1000-41(a)(3)	
1050-32	QM	Workers Compensation Claim Files. <i>Initial and supplemental reports of accidents to or job-related illnesses of employees and documentation relating to any subsequent filing of claims by employees.</i>	AC + 50	LSGR 1050-32	AC = After last claim date.
4800-47	QM	Infection Control and Monitoring Records	10	LSHR 4800-47	
4800-50	QM	Incident Reports	5	LSHR 4800-50	Incident reports regarding needlesticks are maintained in Employee Health records.
5750-01	QM	Bloodborne Pathogen Training Records	3	LSGR 5750-01	
Internal	QM	Patient Chart Audits	1		
Internal	QM	Quality Control Reports for Individual Facility Depts and Records of the audits and their reports (IQA audit reports)	5		
Internal	QM	Utilization Review Worksheets and Abstracts	4		
4800-43	QM, CL	Communicable Disease Logs to State and Local Health Authorities	3	LSHR 4800-43	
4750-07(q)(1)	RAD	Quality Assurance Records for Mammography Systems. <i>Includes annual review of quality assurance program, and documentation of equipment monitoring, checks of quality control items, and any necessary corrections.</i>	2	LSHR 4750-07(q)(1)	
4750-07(q)(2)	RAD	Annual Evaluation and Quality Control Checks for mammography systems performed by a licensed medical physicist.	7	LSHR 4750-07(q)(1)	
4750-07(q)(3)	RAD	Mammograms. <i>Mammogram films -single visit.</i>	12 years since last date of service in radiology	LSHR 4750-07(q)(3)	
4750-07(q)(3)	RAD	Mammograms. <i>Original mammogram films.</i>	12 years since last date of service in radiology	LSHR 4750-07(q)(3)	TX Health & Safety Code Section 401.424(a)(4)(E)
4800-25	RAD	Radiology Films. <i>Includes films, scans, and other image records, as appropriate.</i>	7 years since last date of service in radiology	LSHR 4800-25	
4800-25	RAD	Radiology Services - Copies of reports and printouts	5	LSHR 4800-25	
4800-23	RC	Electroencephalograms (EEG) Tracings - Abnormal	10	LSHR 4800-23	

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4800-23	RC	Electroencephalograms (EEG) Tracings - Normal	5	LSHR 4800-23	
4750-07(r)(1)	RDO	Calibration Records for Therapeutic X-ray Systems of less than 1 MeV	5	LSHR 4750-07(r)(1) 25 TAC 289.116	
4750-07(r)(2)	RDO	Spot Check Measurements and Records of any Necessary Corrective Actions for Therapeutic X-ray Systems of less than 1 MeV.	2	LSHR 4750-07(r)(2) 25 TAC 289.116	
4750-07(s)(1)	RDO	Calibration Records for Therapeutic X-ray Systems of more than 1 MeV	5	LSHR 4750-07(s)(1) 25 TAC 289.116	
4750-07(s)(2)	RDO	Spot Check Measurements and Records of any Necessary Corrective Actions for Therapeutic X-ray Systems of more than 1 MeV.	3`	LSHR 4750-07(s)(2) 25 TAC 289.116	
1000-29	RM	Insurance Policies. <i>Liability, theft, fire, health, life, automobile, and other policies for District property and personnel, including the supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.</i>	AC + 4	LSGR 1000-29	
1050-18	RM	Fidelity Bonds.	AC + 5	LSGR 1050-18	AC = Effective life of bond.
4800-50(a)	RM, SEC	Incident Reports	5	LSHR 4800-50(a)	
1000-20(a)	SEC	Accident Reports. <i>Reports of accidents to adults on District property or in any other situation in which the District could be party to a lawsuit.</i>	5	LSGR 1000-20(a)	
1000-20(b)	SEC	Accident Reports - Minors. <i>Reports of accidents to minors on District property or in any other situation in which the District could be party to a lawsuit.</i>	5 years or 2 years after the minor reaches age 18, whichever is later.	LSGR 1000-20(b)	
1025-27	SEC	Parking Revenue Cash Receipts (Department Copy)	6 MO		Original maintained in Cash Management
1025-31(c)	SEC	Parking Revenue Monthly Revenue Reports	2	LSGR 1025-31(c)	
1050-10(a)	SEC	Employee Security Records. <i>Records created to control and monitor the issuance of keys, identification cards, passes, or similar instruments of identification and access.</i>	AC + 2	LSGR 1050-10(a)	AC = Until superseded, date of expiration, or date of separation, as applicable.
1050-10(b)	SEC	Parking Permits. <i>Records relating to the issuance of parking permits.</i>	US	LSGR 1050-10(b)	
1075-17	SEC	Lost and Stolen Property Reports	FE + 3	LSGR 1075-17	
1075-22	SEC	Visitor Control Registers. Logs, registers, or similar records documenting visitors to limited access and restricted areas.	3	LSGR 1075-22	
4375-05	SEC	Morgue Log Book. <i>Records that track the transfer of corpses from the hospital to outside locations.</i>	3	LSPS 4375-05	LSPS=Retention Schedule for Records of Public Safety Agencies.

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4800-50(b)	SEC	Officer Daily Activity Reports	2	LSHR 4800-50(b)	
4800-50(c)	SEC	Lost and Found Log.	AC + 2	LSHR 4800-50(c)	AC = After disposal of items
1075-15	SEC/TRANS	Accident and Damage Reports (Property). <i>Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved.</i>	3	LSGR 1075-15	
4800-51	SS	Social Services Case Records. <i>Documentation of social services provided, other than what is filed in the medical record.</i>	AC + 5	LSHR 4800-51	AC = Last date of service
1075-18(a)(1)	TRS	Routine Inspection Records for Vehicles and Equipment	1	LSGR 1075-18(a)(1)	
1075-21	TRS	Vehicle Assignment Record. <i>Assignment logs, authorizations, and similar records relating to the assignment and use of District vehicles by employees.</i>	2	LSGR 1075-21	
1075-40(b)	TRS	Delivery Tickets. <i>District wide mail delivery receipts.</i>	1	LSGR 1075-40(b)	
1075-23	TRS, ENG, BMD	Warranties for Vehicles and Equipment	AC + 1	LSGR 1075-23	AC = Expiration of warranty.
1075-18(a)(2)	TRS, ENG, BMD	Maintenance and Repair Records for Vehicles and Equipment	LA	LSGR 1075-18(a)(2)	LA = Life of asset. If a vehicle is junked as a result of an accident, the maintenance and repair records for the vehicle must be retained for LA + 3 years.

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