



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 745
University of Texas Health Science Center at San Antonio
Agency Name Antonio

(Check one)

- Initial Certification - Form SLR 105
Recertification - Form SLR 105
X Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
X Records Management Officer

Signature/Name Elizabeth Anne Comeaux

Signature Kim K. Scofield

Name (Print or type) Kim Scofield, CRM

Date 6-20-2008

Section 2. Approvals

(Submitting agencies do not write in this section)

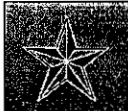
State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature Not Required at This Time
Name (Print or type)
Date

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature Ed Seidenberg
Name (Print or type) Ed Seidenberg
Date 09-09-08

Recertification No. 5 Amendment No. 2



Texas
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Commission

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SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 9

2. Agency Code 745		3. Agency Name The University of Texas Health Science Center at San Antonio								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	
1.1	577 DE	Events Administration Records. This series documents facilities, services and other accommodations provided by the institution for events both on and off campus. Records may include: facilities reservation agreements; room reservation lists; customer and room occupancy lists; catering services orders; purchase and supply records; customer evaluations; summary reports; and related correspondence.	AC		AC	AC = After completion of the event. Financial and billing records should be kept for FE+3 as part of appropriate financial records (invoices, purchase orders, etc.).		52	577	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				



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			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

1.1	686 DE	Essays Submitted for Awards. This series consists of essays submitted by students or others for the purpose of competing for an award or honor.	AV		AV	O	ARCHIVAL NOTE: Essays may be sent to the University Archives for permanent retention. SEE ALSO 1.1 # 344 for financial records for gifts paying for award and 9.1 #650, 9.1 # 652 and 9.1 #653 for scholarship applications and administrative records.				N
5.1	684 DE	Provider enrollment contracts. Contracts with insurance companies for reimbursement for patient services.	AC+5		AC+5		AC = termination of agreement.				N
5.2.009	21 AC, DE	Equipment Inventory Detail Report Forms. Updates University portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE+3, AV		FE+3, AV		Both Accounting and Departments must keep records for FE+3. Departments may retain longer if they feel they are valuable.		154	21	C



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			Agency	Storage	Total			Page No.	Agency Item No.	

5.2.014	33 AC, DE	Inventory (Annual Physical). Property, equipment supply verification.	FE+3, AV		FE+3, AV	Both Accounting and Departments must keep records for FE+3. Departments may retain longer if they feel they are valuable.		155	33	C
5.4	422 EN	Select Biological Agents (CDC) Records – Registration Documents.	US+5		US+5	State law HB 9 prohibits release via freedom of information requests.		172	422	C
5.4	683 EN	Select Biological Agents (CDC) Records – Non-Registrations. Includes inventory and utilization records; transfers; list of personnel with access; access log records; any records of theft, loss, release, or destruction; training records; any records for Responsible Official, written explanation of discrepancies, biosafety, security and incident response including plans.	CE+3		CE+3	Covers all select agent records created in accordance with 42 CFR 73.17 State law HB 9 prohibits release via freedom of information requests.				N



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2. Agency Code		745		3. Agency Name							The University of Texas Health Science Center at San Antonio		
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					Agency	Storage	Total	9. Remarks			Page No.	Agency Item No.	

	130 DE	Grants Records - Grants which include clinical trials/drug studies. This records series consists of research data and documentation gathered or created in the course of a clinical trial. May include but is not limited to: case history records, case reports, study protocol and amendments, patient care data, objectives and purpose of the study, selection criteria, clinical procedures, FDA forms, serious adverse events reports, study design and other documentation relating to study protocols, pharmaceutical studies, findings, research papers, and series adverse events reports.	AC+3		AC+3	AC = After completion and upon receipt of notice of new drug application approval for the indication being investigated or the date on which the study is completed, terminated, or discontinued if study does not result in submission of application for research or marketing permit. 21 CFR 312.57. Includes both federal and non-federal grants and sponsored agreements except for financial records - SEE 4.7.008 # 388. Departments may keep text portions of grants as long as they are deemed administratively valuable.		198	130	C
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			Agency	Storage	Total			Page No.	Agency Item No.		

	335 CL	Patient Records. This records series consists of original patient care documents for every patient seeking care or service from the medical clinics of the University Of Texas Health Science Center at San Antonio. The record may include but is not limited to the following examples: Deficiency Sheet, Data Sheet, Record of Sensitivity, Physician Orders, History and Physical documents; Surgical records; Progress Notes; Consultation Reports; Laboratory and ancillary reports; X-ray interpretation records; interpretations of the EEG, EKG and fetal heart monitor tracings; Nurses Notes; Consent Forms and Authorizations; Protocols and Proposals; and Advance Directives, for example, Medical Power of Attorney, Directive to Physicians Out of Hospital.	AC+10		AC+10	AC = After the 10th anniversary of the date on which the patient who is the subject of the record was last treated; if a patient is younger than 18 years of age when the patient was last treated, disposition may take place on or after the date of the patient's 21st birthday or on or after the 10th anniversary of the date on which the patient was last treated, whichever date is later. Health and Safety Code 241.103, Preservation of Records; Title 22, Texas Administrative Code, Section 165.1, Medical Records; and Texas Government Code		207	335	C
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			Agency	Storage	Total			Page No.	Agency Item No.		

	685 CL	Patient Records – CTRC (Cancer Therapy & Research Center). This records series consists of original patient care documents for every patient seeking care or service from the CTRC of the University of Texas Health Science Center at San Antonio. The record may include but is not limited to the following examples: Deficiency Sheet, Data Sheet, Record of Sensitivity, Physician Orders, History and Physical documents; Surgical records; Progress Notes; Consultation Reports; Laboratory and ancillary reports; X-ray Interpretation records; interpretations of the EEG, EKG and fetal heart monitor tracings; Nurses Notes; Consent Forms and Authorizations; Protocols and Proposals; and Advance Directives, for example, Medical Power of Attorney, Directive to Physicians Out of Hospital.	AC+10		AC+10	AC = patient has expired. Retention reflects UTHSCSA practice as only required to keep non-hospital medical patient records for AC+7. NOTE: Shadow files (copies) of patient records must be retained only for the duration necessary to assist the health care professional in tracking and providing care to the patient or for research study purposes and should not be held any longer than administratively valuable. HOP policy 11.1.5. SEE ALSO: Patient Records (number 335), Patient Records - Psychological (number 486) and Patient Records - Dental (number 111) in this section and Medical Records - Student (number 289 in Student Records section).				N
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			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.				
	526 DN	Background Checks - Student. These records are a seven point security check done by an outside service. They include, but are not limited to, criminal activity, SSN history, residence history, and the patriot act.	AC		AC		AC = Graduation from UTHSCSA. These are not criminal history checks from the DPS.		246	526	C		