

# THSA



TEXAS HEALTH SERVICES AUTHORITY

## THSA Records Retention Policy

**Statutory reference:** Pursuant to Texas Government Code, Section 552.004, “[a] governmental body or, for information of an elective county office, the elected county officer, may determine a time for which information that is not currently in use will be preserved, subject to any applicable rule or law governing the destruction and other disposition of state and local government records of public information.”

**Policy:** This policy specifies the retention requirements for various types of documents/information maintained by the THSA in accordance with the Texas Public Information Act. These retention requirements apply to information in any format, electronic or physical, unless otherwise specified. The below-listed time periods shall run from the date of creation of the corresponding document/information, unless otherwise specified.

### **Personnel Records:**

- Job postings – 2 years
- Resumes – 2 years if not hired; 5 years after end of employment if hired
- Interview Notes – 2 years
- Employee Handbook – 2 years after superseded
- Employee tax/employment records – 4 years after end of employment
- Performance reviews – 2 years
- Employee insurance records – Until superseded or end of employment
- Payroll Records – 4 years
- Personnel contracts – 4 years after end of term
- Training records – 2 years after superseded
- Texas Medical Records Privacy Act training record statement – 6 years after the date the statement is signed

### **Meeting-Related Records:**

- Minutes – Keep permanently
- Recordings – 90 days
- Notes from the meeting – 90 days after minutes are approved
- Materials provided – 2 years

**Sunset-Related Records:**

- Keep all relevant materials for 3 years after the end of the relevant legislative session

**Financial Records:**

- Audit reports – Permanent
- Annual financial statements – Permanent
- End-of-year bank statements – Permanent
- Reimbursement requests – 3 years after end of relevant fiscal year
- Federal grant records – 3 years after end of grant
- Ledgers – 7 years after end of relevant financial year
- Contracts and leases – 7 years after end of term
- Insurance policies – 4 years after end of term
- Tax records – 4 years after due date
- Purchase orders – 4 years after life of purchased item if greater than \$10,000; if less than \$10,000 keep through life of item
- Accounting and financial policies – 3 years after superseded

**Procurement-Related Records:**

- Requests – 3 years after end of project
- Responses – 3 years after due date except keep awarded vendor's response for 3 years after the end of the contract/project
- Evaluation Notes – 3 years
- Contracts – 7 years after end of term
- Statements of Work – 7 years after end of term

**STAR HIE Cooperative Agreement Program:**

- All data - 3 years after end of project

**Correspondence:**

- Legal/Critical - Permanent
- Planning and/or implementing services – 4 years
- General Project maintenance and status updates – 2 years
- Media/Public relations-related – 2 years
- Non-substantive – 1 week

**Public Information Act Records:**

- Keep all records for two years after the final response has been sent to the requestor

**Policies and Procedures:**

- Internal – 3 years after superseded/no longer applicable
- Public – 3 years after superseded/no longer applicable