

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

4. Records

Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

821 - FOOD ESTABLISHMENT GROUP

	53	COMPLAINT RECORDS AND RELATED CORRESPONDENCE	AC+3		AC+3		AC=DATE COMPLAINT CLOSED
	1168	INSPECTION REPORTS - ACTIVE ESTABLISHMENTS WITHOUT ENFORCEMENT ACTIONS AND RELATED CORRESPONDENCE*	US+5		US+5		* ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES. COMPLIANCE WITH STANDARDS REQUIRES ADDITIONAL RETENTION PERIOD.
	1171	INSPECTION REPORTS - OUT-OF-BUSINESS ESTABLISHMENTS WITHOUT ENFORCEMENT ACTIONS*	AC+3		AC+3		AC=DATE WAS CLOSED/OUT OF BUSINESS. *ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES.
	3164	INSPECTION REPORTS AND RELATED CORRESPONDENCE WITH INTERNAL DSHS ENFORCEMENT	AC+3		AC+3		AC=DATE ON AGREED/DEFAULT/OR SOAH ORDER. ENFORCEMENT ACTION DOES INCLUDE WARNING LETTERS AND RESPONSES OR VOLUNTARY CLOSURES, INSPECTION REPORTS WITH CODE 062, 063, 050. WARNING LETTERS & RESPONSES, NOV'S, ANY CASE THROUGH ENFORCEMENT.
	3901	JURISDICTIONAL DATABASE	US		US		
	4268	INSPECTION REPORTS - ACTIVE/OOB RELATED CORRESPONDENCE ATTORNEY GENERALS	AC+5		AC+5		AC=DATE OF COURT ORDER OR DATE AG DISMISSES CASE. INCLUDES (AG REFERRALS) WARNING LETTERS AND RESPONSES.
1.1	4081	REPORTS & AUDITS - LOCAL HEALTH DEPTS.	AC+3		AC+3		AC=AFTER COMPLETION OF REPORT/AUDIT. REPORTS THAT DOCUMENT THE LOCAL HEALTH DEPTS FUNDING OF THE PERMITTING AND INSPECTION PROGRAM.
1.1	4274	INSPECTOR/FDA# LISTINGS	US		US		

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
US -Until Superseded

PM - Permanent

CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset

MO - Months  
DA -Days

ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist  
R - Review by StateArchivist  
E - Exempt from sending

VITAL Record (Include in Field 9)