

APPROVED 5/23/2012

State of Texas
Records Retention Schedule

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

7. RETENTION PERIOD

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

709 - REGULATORY SERVICES - RADIATION

1093		TRANSPORTATION SECURITY NOTICES	AC		AC		AC=10 DAYS AFTER THE SHIPMENT HAS ENTERED OR ORIGINATED WITHIN THE STATE. 10 CFR 73.37(b)(viii)(C) and 10 CFR 73.22(i).	
2207		EMERGENCY RESPONSE DRILLS-FINAL REPORT	PM		PM			
2208		RADIOACTIVE MATERIAL DOWN HOLE STORAGE	PM		PM			
2209		ESCALATING ENFORCEMENT	PM		PM		AFTER CLOSURE, MICROFILM AND DESTROY PAPER COPY, BECOMES PART OF #4290 PERMITS	
2210		PERMITS - LRICS DATABASE	PM		PM		UPDATED DAILY	
3258		RADIOGRAPHER (RADIATION SAFETY TRAINING CERTIFICATION)	AC		AC		Vital Record. AC=AFTER FILE IS COMPLETE. BECOMES PART OF PERMIT FILE WHICH IS RETAINED PERMANENTLY AS REQUIRED BY NUCLEAR REGULATORY COMMISSION; DATABASE UPDATED DAILY; SEE #4290.	
4290		PERMITS	PM		PM		MICROFILM & HOLD PAPERS 1 YR THEN DESTROY PAPER.	
4302		WASTE BURIAL SITES	PM		PM		Vital Record. KEEP PAPER COPY UNTIL THE END OF THE CALENDAR YEAR, THEN MICROFILM.	
4303		BLUE PRINTS/MAPS FOR PERMITS	PM		PM		Vital Record. MICROFILM PAPER AFTER CE+11. PERMANENT RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.	
4306		WASTE MANIFESTS	AV		AV		Vital Record. MICROFILM WHEN AV & DESTROY HARD COPY BECOMES PART OF PERMIT FILE #4290	
4309		X-RAY FILM EXPOSED FOR INSPECTION	CE+2		CE+2		X-RAY FILMS	
4323		REGISTRATIONS - X-RAY TRENDS (SURVEYS)	5		5		MICROFILM & DESTROY HARD COPY	

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US -Until Superseded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)

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 #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

10. 106 No.

709 - REGULATORY SERVICES - RADIATION

4324	THERMOLUMINESCENT DOSIMETERS (RAM & X-RAY) - (READING LEVELS OF RADIATION)	PM		PM	BECOMES PART OF PERMIT FILE #4290. RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.
4325	THERMOLUMINESCENT DOSIMETER CALIBRATION	PM		PM	BECOMES PART OF PERMIT FILE #4290. RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.
4326	THERMOLUMINESCENT DOSIMETER QUARTERLY REPORTS	CE+3		CE+3	BECOMES PART OF PERMIT FILE #4290
4331	SITE SURVEILLANCE MONITORING	PM		PM	Vital Record. BECOMES PART OF PERMIT FILE #4290
4344	COMPLIANCE CODING SHEETS	CE+2		CE+2	DESTROY COPY
4358	ENGINEERING DRAWINGS - SOURCE & DEVICE FOR LICENSE	PM		PM	BECOMES PART OF PERMIT FILE #4290. TDH/DSHS RULE 401.058(B)
4359	SUPER COLLIDER - ENVIRONMENTAL FILES	PM		PM	PAPER MICROFILMED AT END OF CALENDAR YEAR AND DESTROYED.
4361	COMPLAINT/INCIDENT FILES	PM		PM	HARD COPY WHEN MICROFILMED AS A PART OF #4290
4367	COMPLAINTS BY COUNTY	PM		PM	PAPER MICROFILMED AND DESTROYED.
4372	NUCLEAR REGULATORY COMMISSION/ LICENSES & AMENDMENTS - NUCLEAR REACTOR POWER PLANTS	PM		PM	Vital Record. PAPER MICROFILMED AT END OF CALENDAR YEAR AND DESTROYED.
5234	ELECTRICAL TRANSMISSION LINES (EVALUATION OF HAZARDOUS EMISSION FROM ELECTRICAL POWER LINES SURVEY)	PM		PM	PAPER MICROFILMED AND DESTROYED. MICROFILM RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.
5235	MICROWAVE (EVALUATION OF HAZARDOUS EMISSIONS SURVEY)	PM		PM	PAPER MICROFILMED & DESTROYED. MICROFILM RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.

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)

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION
 RECERTIFICATION
 ___ REPLACEMENT PAGE
 ___ ADDENDUM PAGE
 10. 106 No.

Series Item #	Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
709 - REGULATORY SERVICES - RADIATION								
	5474	AUDIOMETER FILES	PM		PM		MICROFILM STORED AT Regulatory - Radiation; DESTROY HARD COPY. MICROFILM RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.	
	5476	SONIC FILES (SURVEYS TO DETERMINE HAZARDOUS POTENTIAL)	PM		PM		MICROFILM STORED AT Regulatory - Radiation. PAPER MICROFILMED & DESTROYED. MICROFILM RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.	
	6277	"ERAMS" ENVIRONMENTAL RADIATION AMBIANT MONITORING SYSTEM (AIR FILTER RECORDS) DSHS STATE BUILDINGS	PM		PM			
1.1	3260	RADIOGRAPHER - EXAMINATIONS/APPLICATIONS	US		US		Vital Record.	
1.1	5525	NRC PROGRAM REVIEW EVALUATION	PM		PM		Vital Record. NRC REQUIRES PERMANENT RETENTION. PAPER MICROFILMED & DESTROYED.	
1.1	5527	TECHNICAL ASSISTANCE RECORDS	PM		PM		Vital Record. PAPER MICROFILMED & DESTROYED.	
1.1	5528	NRC AGREEMENT STATE PROCEDURES	CE		CE		DESTROY HARD COPY; ON NRC WEB PAGE	
1.1	5530	NRC INFORMATION NOTICES	CE		CE		CE DESTROY; INFORMATION ON NRC WEB PAGE.	
1.1.007	3195	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	AV		AV		Vital Record. MICROFILMED & HARD COPY DESTROYED SEE #3261.	
1.1.007	3261	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	PM		PM		Vital Record. SEE #3195. PERMANENT RETENTION SET BY NUCLEAR REGULATORY COMMISSION.	

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)

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			
709 - REGULATORY SERVICES - RADIATION								
1.1.008	4371	NUCLEAR REGULATORY COMMISSION/ GENERAL CORRESPONDENCE	PM		PM		AT CALENDER END, MICROFILM AND DESTROY HARD COPY. PERMANENT RETENTION IS REQUIRED BY NUCLEAR REGULATORY COMMISSION.	
1.1.014	3241	LEGAL OPINIONS AND ADVICE	AV		AV	R	MAY BECOME PART OF PERMIT FILE, SEE #4290	
1.1.020	3210	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		BECOMES PART OF PERMIT FILE SEE #4290; AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.026	2161	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1		AC=DATE OF PUBLICATION IN THE TEXAS REGISTER. EXCEPTION: IF PERTAINING TO PERMITS, FILED IN PERMIT FILE FOR PERMANENT RETENTION, SEE #4290.	
1.1.027	5532	LEGISLATION (THAT AFFECTS RULES WITH NRC)	AV		AV			
1.1.058	3206	MEETING AGENDA & MINUTES FOR THE TEXAS RADIATION ADVISORY BOARD	PM		PM	A	Vital Record. AC=WHEN MICROFILMED. PERMANENT RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION.	
1.1.065	3228	REPORTS & STUDIES - RAW DATA - WORKLOAD REVIEW, INSPECTION SUMMARIES AND PERFORMANCES	AV		AV			
1.1.065	3230	REPORTS & STUDIES - RAW DATA INSPECTION ACCOMPANIMENTS, RAM INSPECTIONS ENCODING DATA, RAM INSPECTIONS & VIOLATIONS, RAM INSPECTION SUMMARIES AND PERFORMANCE	AV		AV			
1.1.067	3223	MONTHLY ACTIVITY REPORTS	FE+4		FE+4		MOST CONTRACTS ARE FOR FOUR YEARS AND THIS INFORMATION MUST BE RETAINED FOR THE DURATION OF CONTRACTS TO SHOW ACTIVITIES PERFORMED RELATED TO CONTRACTS.	
1.1.069	3232	FIELD ACTIVITIES/INSPECTOR EVALUATIONS	5		5		RETENTION REQUIRED TO MEET NUCLEAR REGULATORY COMMISSION AUDIT REQUIREMENTS	

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)

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

ORIGINAL SUBMISSION
 RECERTIFICATION
 REPLACEMENT PAGE
 ADDENDUM PAGE

10. 106 No.

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
709 - REGULATORY SERVICES - RADIATION								
1.1.070	2159	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION (RULES)	PM		PM	R	UPDATED DAILY.	
1.1.070	3212	POLICIES & PROCEDURES - RADIATION - FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	3218	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION- FINAL	AC+3		AC+3	R	Vital Record. AC=MICROFILM. COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	3239	REGULATORY GUIDES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	5477	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION RULES- FINAL	PM		PM	R	Vital Record. MICROFILM. RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION.	
1.1.071	922	RULES, POLICIES AND PROCEDURES- RADIATION - WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.3.001	2206	WEB PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE. KEEP WEB PUBLICATIONS ONLINE FOR AT LEAST SIX MONTHS RETENTION PERIOD HAS BEEN MET. 13 TAC RULE 3.4(B). 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	3216	PUBLICATIONS	PM		PM	A	RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES TO HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE / LIBRARY.	
1.3.002	3214	PUBLICATION DEVELOPMENT FILES	AV		AV	R		

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)

APPROVED 5/23/2012

State of Texas
Records Retention Schedule

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency

Storage

Total

8. Archival

9. Remarks

ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

10. 106 No.

709 - REGULATORY SERVICES - RADIATION

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	Archival	Remarks
3.1	2179	RESUMES OF STAFF	PM		PM		RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.
3.1.027	2184	TRAINING & EDUCATIONAL RECORDS	AC+5		AC+5		MAINTAINED FOR NRC REVIEW; GIVEN TO TRAINING COORDINATOR TO RECORD IN AccessHR DATABASE; INDIVIDUAL MAINTAINS CONVENIENCE COPY IN PERFORMANCE APPRAISAL. AC=TERMINATION OF EMPLOYEE.
3.3	2188	PERSONNEL MONITORING EXPOSURE REPORTS	PM		PM		FOR PAST AND PRESENT EMPLOYEES, REQUIRED BY NRC; AFTER TERMINATION, MICROFILM AND DESTROY PAPER COPIES
4.2.002	2194	CASH RECEIPTS	PM		PM		PART OF PERMIT FILE, WHICH MUST BE RETAINED PERMANENTLY DUE TO NUCLEAR REGULATORY COMMISSION REQUIREMENTS
4.2.002	2195	ACCOUNT RECEIVABLE LEDGERS	PM		PM		PART OF PERMIT FILE, MUST BE RETAINED PERMANENTLY AS REQUIRED BY NUCLEAR REGULATORY COMMISSION
4.5.006	2196	ANNUAL OPERATING BUDGETS	PM		PM		AFTER BUDGET YEAR, MICROFILM HARD COPY AND DESTROY PAPER, PERMANENT RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION
5.1.001	3306	CONTRACTS (FEDERAL): NRC, ACR, RADEF, WIPP, UMTRA, CRCPD, PANTEX, MQSA/FDA, SW REGION OF FDA AGREEMENT, SOUTHERN STATES ENERGY BD, RAD MON-NRC, ASNT, DOT, TNRCC	PM		PM		Vital Record. PAPER DESTROYED WHEN MICROFILMED. MICROFILM KEPT PERMANENTLY. RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.
5.1.001	3308	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ/TNRCC) & TDH/DSHS LOW LEVEL WASTE CONTRACT	PM		PM		Vital Record. PAPER DESTROYED WHEN MICROFILMED. MICROFILM KEPT PERMANENTLY. RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.

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)

APPROVED 5/23/2012

State of Texas
Records Retention Schedule

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

- ORIGINAL SUBMISSION
 - RECERTIFICATION
 - REPLACEMENT PAGE
 - ADDENDUM PAGE
10. 106 No.

4. Records		7. RETENTION PERIOD			9. Remarks		
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	10. 106 No.
709 - REGULATORY SERVICES - RADIATION							
5.2.005	5479	CALIBRATION (EQUIPMENT & INSTRUMENTS) FOR RADIATION DETECTION	PM (M)		PM		PAPER DESTROYED WHEN MICROFILMED (CE+3). MICROFILM KEPT PERMANENTLY. RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION. INCLUDES EQUIPMENT, SERVICE HISTORY, MAINTENANCE

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 State Archivist
E - Exempt from sending

VITAL Record (Include in Field 9)