

State of Texas  
Records Retention Schedule

**Recertified: 5/23/2012**      **Updated (with or without**  
**Amendment Approved: 2/19/2014**      **amendment): 10/4/2017**

\_\_\_ ORIGINAL SUBMISSION  
\_X\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

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			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

823 - DRUGS AND MEDICAL DEVICES

123		INSPECTION REPORTS AND RELATED CORRESPONDENCE WITH INTERNAL DSHS ENFORCEMENT	AC+3		AC+3		AC=DATE ON AGREED/DEFAULT/OR SOAH ORDER. INCLUDES WARNING LETTERS & RESPONSES, NOVS, ANY CASE THROUGH ENFORCEMENT.	
5600		OUT OF BUSINESS (OOB) INSPECTION REPORTS	AC+3		AC+3		AC=DATE WAS CLOSED/OUT OF BUSINESS	
5601		INSPECTION REPORTS & RELATED CORRESPONDENCE, NO ACTION OR COMPLAINT RECORDS	AC+3		AC+3		AC=DATE OF INSPECTION. 0060, 0061.	
5607		COMPLAINT RECORDS & RELATED CORRESPONDENCE	AC+3		AC+3		AC=FINAL DISPOSITION OF COMPLAINT.	
5609		INSPECTION REPORTS AND RELATED CORRESPONDENCE ATTORNEY GENERALS	AC+5		AC+5		AC=DATE OF COURT ORDER OR DATE AG DISMISSES CASE. (AG REFERRALS) WARNING LETTERS AND RESPONSES.	
5612		VERSA REGULATION REPORTS	AV		AV		AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW	
5614		RELATED SAMPLES	AC		AC		AC=RETAINED IN ORIGINAL MEDIUM FOR 2 YEARS UNLESS NEEDED FOR INVESTIGATIONS, LITIGATION	

RETENTION CODES (Field 7)

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US -Until Superseded

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

PM - Permanent

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)