

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without
Amendment Approved: 2/19/2014 amendment): 10/3/2017**

___ 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			

601 - REGULATORY SERVICES - ENFORCEMENT UNIT

192	ASBESTOS ENFORCEMENT CASES - WARNINGS & WITHDRAWALS	AC+1	4	AC+5	Vital Record. DATABASE UPDATED DAILY; AC=DATE WARNING ISSUED	05-537-217
1336	ENFORCEMENT ACTION LOGS	AC+5		AC+5	AC=ENFORCEMENT ACTION COMPLETED	
1337	ENFORCEMENT - ACTIVE/PENDING FILES	AC+5		AC+5	AC=ENFORCEMENT ACTION COMPLETED	
1338	ENFORCEMENT FILES FOR LICENSED FACILITIES - CLOSED	3		3		
1339	ENFORCEMENT FILES FOR UNLICENSED FACILITIES	3		3		
1340	ABORTION ENFORCEMENT FILES FOR LICENSED FACILITIES - CLOSED	3		3		
1341	ABORTION ENFORCEMENT FILES FOR UNLICENSED FACILITIES	3		3		
4899	ASBESTOS ENFORCEMENT CASES - AGREED ORDERS	AC+1	4	AC+5	Vital Record. AC=DATE OF AGREED ORDER. DATABASE UPDATED DAILY	05-537-293
4900	ASBESTOS ENFORCEMENT CASES-LANDMARK	PM		PM	Vital Record. DATABASE UPDATED DAILY	
5755	LEAD ENFORCEMENT CASES	AC+1	4	AC+5	AC=DATE OF AGREED ORDER.	05-537-360
6158	ENVIRONMENTAL ENFORCEMENT CASES	AC+1	4	AC+5	AC=COMPLIANCE WITH TERMS OF ENFORCEMENT. INCLUDES YOUTH CAMPS, AVC, BD, HAZPRO, MOLD, TANNING, TATTOO, BODY PIERCING, & PEST APPL. CASES. (CIVIL PRACTICES §16.0045)	06-537-534

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	MO - Months
AV - As Long As Administratively Valuable	FE - Fiscal Year End	DA -Days
US -Until Superseded	PM - Permanent	LA - Life of Asset

ARCHIVAL CODES (Field 8)

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

VITAL Record (Include in Field 9)

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	6159	TEXAS HAZARDOUS COMMUNICATION ACT ENFORCEMENT CASES	AC	5	AC+5		AC=COMPLIANCE WITH TERMS OF ENFORCEMENT. INCLUDES HAZCOM AND TIER II ENFORCEMENT CASES. (CIVIL PRACTICES §16.0045)
	6160	GENERAL SANITATION ENFORCEMENT CASES	AC+1	4	AC+5		AC=COMPLIANCE WITH TERMS OF ENFORCEMENT. INCLUDES POOLS, HOTELS/MOTELS, NUISANCE ABATEMENTS, FIELD SANITATION, MASS GATHERINGS. (CIVIL PRACTICES §16.0045)
	6161	INMATE COMPLAINT LETTERS	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT. IF A FINDING IS MADE, THEN THE COMPLAINT BECOMES PART OF AN ENFORCEMENT FILE.
1.1	1334	ENFORCEMENT ACTION POLICY	AV		AV		
1.1.008	3140	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.
4.2.002	4657	DAILY REMITTANCES (ADMIN PENALTIES/FEEES)	FE+3		FE+3		

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