

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
 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			

819 - ENVIRONMENTAL GROUP (INCLUDES ENVIRONMENTAL HAZARDS GROUP AND ENVIRONMENTAL BRANCH)

111		INSPECTION REPORTS	FE+2		FE+2		INCLUDES ALL KINDS OF INSPECTION REPORTS, ECONOMICALLY DISTRESSED AREA PROGRAM (EDAP) SURVEYS. INCLUDES HAZARDOUS PRODUCTS (HAZPRO), BEDDING, ABUSABLE VOLATILE CHEMICALS (AVC), ASBESTOS, LEAD, MOLD, AIR QUALITY, ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA), HAZARD COMMUNICATION FOR PUBLIC EMPLOYERS (HAZCOM).	
856		NOTIFICATION FORMS	AC	2	AC+2		AC=DATE OF NOTIFICATION (INCLUDES DEMOLITION/RENOVATION FORMS). AFTER 11/1/2011 INCLUDES NOTIFICATIONS FOR MOLD, LEAD AND ASBESTOS.	
3146		FIELD SURVEY REPORTS (INDOOR AIR POLLUTION)	FE+2		FE+2			
4242		ASBESTOS HAZARD EMERGENCY RESPONSE ACT - SCHOOL MANAGEMENT PLANS	1	30	31	A	Vital Record.	05-537-001
4.7.008	888	FEDERAL GRANT RECORDS (ASBESTOS LOCAL PROGRAM QUARTERLY REPORTS & RELATED DOCUMENTATION-INCLUDES EL PASO & FORMERLY DALLAS & HOUSTON, LEAD, RADON, NESHAP, AHERA)	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS.	
5.2	3135	CALIBRATION OF EQUIPMENT	3		3			

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US -Until Superseded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)