

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			

821 - PUBLIC SANITATION AND RETAIL FOOD SAFETY GROUP

53		COMPLAINT RECORDS AND RELATED CORRESPONDENCE	AC+3	AC+3			AC=DATE COMPLAINT CLOSED
1014		ECONOMICALLY DISTRESSED AREAS PROGRAM (EDAP) - APPROVED PLANS	AC+2	AC+2			AC=PLAN APPROVED. INCLUDES SURVEYS, LAB RESULTS, CORRESPONDENCE, OTHER NECESSARY DOCUMENTS ASSOCIATED WITH THE SURVEYS. AFTER RETENTION IS MET, RECORDS ARE TRANSFERRED TO THE TEXAS WATER DEVELOPMENT BOARD.
1044		ECONOMICALLY DISTRESSED AREAS PROGRAM (EDAP) - UNAPPROVED PLANS	AC+10	AC+10			AC=DATE OF SURVEY. INCLUDES SURVEYS, LAB RESULTS, CORRESPONDENCE, OTHER NECESSARY DOCUMENTS ASSOCIATED WITH THE SURVEYS. AFTER RETENTION IS MET, RECORDS ARE TRANSFERRED TO THE TEXAS WATER DEVELOPMENT BOARD.
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			

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US -Until Superseded	PM - Permanent	LA - Life of Asset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)

VITAL Record (Include in Field 9)

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

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	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.
	5237	GENERAL SANITATION INSPECTION REPORTS	FE+2	FE+2	INCLUDES ALL GENERAL SANITATION INSPECTION REPORTS, NON-PROFITS, TEMPORARY EVENTS.
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	

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