

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			

822 - FOODS

155		OUT OF BUSINESS (OOB) INSPECTION REPORTS	AC+3		AC+3		AC=DATE WAS CLOSED/OUT OF BUSINESS	
176		INSPECTION REPORTS AND RELATED CORRESPONDENCE (NO ACTION AND VOLUNTARY REPORTS)	AC+3		AC+3		AC=DATE OF INSPECTION. 0060, 0061, FEDERAL REPORTS.	
188		COMPLAINT RECORDS AND RELATED CORRESPONDENCE	AC+3		AC+3		AC=FINAL DISPOSITION OF COMPLAINT	
195		INSPECTION REPORTS AND 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.	
202		SAMPLES	AC		AC		AC=RETAINED IN ORIGINAL MEDIUM FOR 2 YEARS UNLESS NEEDED FOR INVESTIGATIONS, LITIGATION. NON-PERISHABLE.	
276		INSPECTION REPORTS AND RELATED CORRESPONDENCE WITH INTERNAL DSHS ENFORCEMENT	AC+3		AC+3		AC=DATE ON AGREED/DEFAULT/OR SOAH ORDER. INCLUDES WARNING LETTERS AND RESPONSES, NOVS, ANY CASE THROUGH ENFORCEMENT.	
4765		BOTTLED WATER/VENDOR TESTS	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US -Until Superseded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)