

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			

025 - HEALTH SERVICE REGION - BREAST & CERVICAL CANCER CONTROL

1.1	1668	PROGRESS NOTES	AC	AC	AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT TURNS 21, WHICHEVER IS LATER
1.1	4652	TEST RESULTS	AC	AC	AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT TURNS 21, WHICHEVER IS LATER
1.1	4669	ELIGIBILITY RECORDS	AC+5	AC+5	AC=DATE ELIGIBILITY ENDS
1.1	4738	ENROLLMENT RECORDS	AC+5	AC+5	AC=DATE ENROLLMENT ENDS

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US -Until Superseded	PM - Permanent	LA - Life of Asset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