

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			

050 - HEALTH SERVICE REGION - EMS								
	5243	PROVIDER LICENSURE DOCUMENTATION	AC+2		AC+2		Vital Record. AC=EXPIRATION OF LICENSE	
	5244	PROVIDER ADMINISTRATIVE FILES	7		7			
1.1.002	5241	EMS PROGRAM REVIEWS/AUDITS	AC+7		AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.	
1.1.006	5246	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT	
1.1.007	5242	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	4		4	R	Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
3.1	5245	PERSONNEL CERTIFICATION	5		5			

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US - Until Superseded	PM - Permanent	LA - Life of Asset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 State Archivist  
E - Exempt from sending

VITAL Record (Include in Field 9)