

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			

035 - HEALTH SERVICE REGION - ZONOSIS CONTROL								
	41	ANIMAL RABIES INVESTIGATIONS	CE+2		CE+2			
	1496	FIELD SURVEILLANCE ACTIVITIES/COLLECTIONS	3		3		Vital Record. 3 COPIES OF REPORTS ARE SUBMITTED TO THE LAB	
1.1	40	ZOONOTIC DISEASE INVESTIGATIONS	AV		AV		LYME, HANTAVIRUS, PLAGUE	
1.1	55	HUMAN RABIES PROPHYLAXIS SURVEILLANCE REPORTS	FE+7		FE+7			
1.1	139	ANIMAL CONTROL OFFICER TRAINING COURSE ROSTER	CE+3		CE+3		LEGISLATURE MANDATES THAT DSHS PROVIDE TRAINING TO ANIMAL CONTROL OFFICERS (ACOs) PER CHAPTER 829 OF THE TEXAS HEALTH AND SAFETY CODE, INCLUDING BASIC TRAINING AND CONTINUING EDUCATION (CE) COURSES. RETENTION OF ROSTERS/SIGN-IN SHEETS PERTAINS TO ALL ACO BASIC AND CE COURSES.	
1.1	1486	CONTROL INVENTORY RECORDS-RABIES VACCINE	FE+5		FE+5		Vital Record.	
1.1	1662	ANIMAL QUARANTINE FACILITY FILES	AC+5		AC+5		INCLUDES INSPECTION FORM AND COPY OF CERTIFICATE; FAILED INSPECTION FORMS. AC=DATE THAT INSPECTION REPORT IS COMPLETE AND SUBMITTED.	
1.1	1696	WAIVER OF LIABILITY OF LIVE ANIMAL USE IN ACO COURSES	1		1			
1.1	4901	VOIDED CERTIFICATES AND LICENSES	PM		PM			
1.1	5619	ANIMAL CONTROL OFFICER EXAMS - FAILED LETTERS	CE+3		CE+3			

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
US -Until Superseded

PM - Permanent

CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset

MO - Months  
DA -Days

A - Transfer to State Archivist  
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1.1	5629	ANIMAL CONTROL RESULT LETTERS & CERTIFICATES	CE+3		CE+3			
1.1	5648	ANIMAL CONTROL OFFICER COURSE ATTENDANCE APPLICATIONS AND ATTENDANCE ACCEPTANCE LETTERS	1		1			
1.1	6913	ANIMAL CONTROL OFFICER EXAMS	AC		AC		AC=WHEN NOTIFIED BY CENTRAL OFFICE OF RECEIPT OF EXAMS AND EXAM RESULTS. Copies of exam answer sheets can be destroyed after notification of exam results. Send copy of roster with recorded course results to Central office (see Agency Item #3991 on	
1.1.007	1470	CORRESPONDENCE, ADMINISTRATIVE (INCLUDING LOCAL HEALTH DEPT. CORRESPONDENCE) (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. NLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	1471	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
1.1.019	1474	NEWS OR PRESS RELEASES	2		2	R	SEND PAPER OR MICROFILM COPIES TO THE STATE ARCHIVES.	
1.1.043	4905	TRAINING MATERIALS	US+1		US+1		INCLUDES ANIMAL CONTROL OFFICER CONTINUING EDUCATION MATERIALS, SUCH AS SLIDES AND PRESENTATIONS.	
1.1.067	44	REPORTS - ADMINISTRATIVE	3		3	R	IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	

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1.3.001	59	PUBLICATIONS/NEWSLETTERS, DIVISION GENERATED	AC+2		AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE.	
4.3.002	1477	RECEIPTS (ANIMAL CONTROL OFFICER TRAINING MANUALS, BIOLOGICALS, ETC.)	FE+3		FE+3			

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