

State of Texas  
Records Retention Schedule

**Recertified: 5/23/2012**      **Updated (with or without**  
**Amendment Approved: 2/19/2014**      **amendment): 10/4/2017**

\_\_\_ 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			

712 - MEAT SAFETY

161	MEAT INSPECTION PLANTS FILE (database or spreadsheet)		US		US			
163	TALMADGE-AIKEN EMPLOYEE CREDENTIAL DOCUMENTATION		US		US			
165	MEAT INSPECTION COMPLAINT/VIOLATION FILE AND LOG		AC+3		AC+3		AC=COMPLAINT SETTLED. INCLUDES MSA-17-2, MSA-17-2C, MSA-43, AND RECALLS.	
167	MEAT INSPECTION PLANT FILES		AC+3		AC+3		AC=TERMINATION OR WITHDRAWAL OF GRANT. INCLUDES MEAT LABEL FILES. OFFICIAL RECORD COPIES HELD IN BOTH CENTRAL OFFICE AND FIELD SITES.	
168	BLUEPRINTS - RENDERING PLANTS		AC+3		AC+3		AC=END OF DSHS OVERSIGHT OF RENDERING (09/01/2015).	
170	COMPLIANCE FILES		AC+3		AC+3		AC=COMPLAINT SETTLED. INCLUDES MSA-62 & MSA-63.	
172	VIOLATIONS (REPORTS AND RELATED CORRESPONDENCE) - ATTORNEY GENERAL		AC+5		AC+5		AC=DATE OF COURT ORDER OR DATE ATTORNEY GENERAL DISMISSES CASE. INCLUDES ATTORNEY GENERAL REFERRAL.	
174	VOIDED LICENSES AND PERMITS (RENDERING)		FE+3		FE+3		DSHS OVERSIGHT OF RENDERING ENDS 09/01/2015.	
895	VIOLATIONS (REPORTS AND RELATED CORRESPONDENCE WITH INTERNAL DSHS ENFORCEMENT)		AC+3		AC+3		AC=DATE ON AGREED, DEFAULT, OR STATE OFFICE OF ADMINISTRATIVE HEARINGS (SOAH) ORDER. INCLUDES WARNING LETTERS AND RESPONSES, NOTICES OF VIOLATION (NOVS), ANY CASE THROUGH ENFORCEMENT.	

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US - Until Superseded	PM - Permanent	LA - Life of Asset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

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		1449      SANITATION REPORTS	AC+6MO	2Y6MO	AC+3		AC=DATE OF INSPECTION. INCLUDES MSA-33; MSA-50; MSA-64; MSA-64-1; MSA-74.
		1552      PERFORMANCE BASED INSPECTION	AC+3 MO		AC+3 MO		AC=DATA ENTRY COMPLETED
		1554      PERFORMANCE BASED INSPECTION SYSTEM ESTABLISHMENT SUMMARY CONDITION	CE		CE		
		5627      REVIEW AND COMPLIANCE RECORD	3		3		MSA-511-ONLY A/D REVIEWS) PAPER COPY DESTROYED AFTER SCANNED. ELECTRONIC COPY KEPT REMAINING OF THE RETENTION PERIOD.
1.1.008	1450	GENERAL FILES (GENERAL CORRESPONDENCE) (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL. INCLUDES LETTER & MSA-54 & MSA-59i (NO GRANT ISSUED).
1.1.057	7218	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION. INCLUDES MSA-29 (3 MONTHS); MSA-50-1; EXPIRED MSA-72; MSA-76; MSA-100.
1.1.065	3998	RAW DATA FOR REPORTS, STUDIES, AND SURVEYS - NON-FISCAL REPORTS	AV		AV		INCLUDES RAW DATA FOR INSPECTION REPORTS/SAMPLE RECORDS. INCLUDES MSA-30 (1 YEAR); MSA-49 (FE+2); MSA-53 (FE+2); MSA-67 (US)
1.1.067	158	REPORTS - MSA - ADMINISTRATIVE, CONSOLIDATION REPORT OF SLAUGHTER & PROCESSING STATISTICS	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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1.1.069	3999	ACTIVITY OR WORKLOAD MONITORING	1	1			INCLUDES MSA-7; MSA-72
3.1	7217	EMPLOYEE PERSONNEL FILE	AC+5	AC+5			CONVENIENCE COPY. AC=TERMINATION OF EMPLOYEE. RECORD COPY ALL FORMS AND DOCUMENTATION MUST BE SENT TO HHS-HR FOR IMAGING. EMPLOYEE ID MUST BE ON EVERY PAGE SENT TO HHS-HR. INCLUDES MSA-3
4.4.002	160	ACCOUNTS RECEIVABLE - OVERTIME	FE+3	FE+3			INCLUDES MSA-88.
4.5.002	159	DATABASE OF RENDERING LICENSES & PERMITS ISSUED	FE+3	FE+3			DSHS OVERSIGHT OF RENDERING ENDS 09/01/2015.
4.7.008	4001	FEDERAL GRANT RECORDS (REPORTS & RELATED DOCUMENTATION)	AC+3	AC+3			Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. INCLUDES MSA-2

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