

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			

703 - MILK

208		INSPECTION OOB	AC+3	AC+3			AC = DATE WAS CLOSED/OUT OF BUSINESS
735		BULK MILK TANKER INSPECTION FORM	1	1			
740		INSPECTION REPORTS (FROZEN DESSERTS MANUFACTURING PLANT; PASTEURIZATION PLANT- TRANSF/RCVG, SINGLE SERVICE, NON-GRADE A; PRODUCER DAIRY-RETAIL RAW)	3	3			INCLUDES PROGRAM ENFORCEMENT (WARNING LETTERS, PRODUCE DETENTION; WRITTEN NOTICES AND SUSPENSIONS).
742		FEDERAL CHECK RATING RECORDS (COMPLIANCE & ENFORCEMENT)	US	US			
745		WATER BACTERIOLOGY ANALYSIS	3	3			
757		PESTICIDE,VITAMIN, PATHOGEN, AFLATOXIN FILES	3	3			
758		RETAIL DAIRY PRODUCT ANALYSIS	3	3			INCLUDES RETAIL RAW, FROZEN DESSERTS, SINGLE SERVE.
761		RAW MILK ANALYSIS	3	3			
1205		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, NOV. ANY CASE THROUGH ENFORCEMENT.
1278		INSPECTION REPORTS AND RELATED CORRESPONDENCE WITH ATTORNEY GENERAL	AC+5	AC+5			AC=DATE OF COURT ORDER OR DATE AG DISMISSES CASE. INCLUDES AG REFERRALS, WARNING LETTERS AND RESPONSES.
2942		FEDERAL MILK MARKET REPORT (BUTTERFAT CONTENT OF DAIRY PRODUCTS)	US	US			

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US -Until Superseded	PM - Permanent	LA - Life of Asset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

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

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		703 - MILK						
	2962	POSITIVE LOAD REPORTING FORM		3	3			
	3325	FEDERAL MARKET ADMINISTRATOR DEGRADE/REGRADE		3	3			
	4734	FIELD CERTIFICATION (SEALERS)		US	US			
	4766	HAULER REPORT & SAMPLER EVALUATIONS		US	US			
	4767	STATE RATING SANITATION AND ENFORCEMENT		AC	AC		AC=UNTIL SUPERSEDED OR 2 YEARS, WHICHEVER IS SOONER.	
1.1	714	PLANT CORRESPONDENCE		3	3		REGULATORY CORRESPONDENCE	
1.1	4732	COMPLAINTS - CONSUMER		AC+2	AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT.	
1.1	4733	EQUIPMENT TEST		3	3			

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