

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			

709 - REGULATORY SERVICES - RADIATION

1093	TRANSPORTATION SECURITY NOTICES	AC	AC	AC		AC=10 DAYS AFTER THE SHIPMENT HAS ENTERED OR ORIGINATED WITHIN THE STATE. 10 CFR 73.37(b)(viii)(C) and 10 CFR 73.22(i).	
2207	EMERGENCY RESPONSE DRILLS-FINAL REPORT	PM	PM	PM			
2208	RADIOACTIVE MATERIAL DOWN HOLE STORAGE	PM	PM	PM			
2209	ESCALATING ENFORCEMENT	PM	PM	PM		AFTER CLOSURE, MICROFILM AND DESTROY PAPER COPY, BECOMES PART OF #4290 PERMITS	
2210	PERMITS - LRICS DATABASE	PM	PM	PM		UPDATED DAILY	
3258	RADIOGRAPHER (RADIATION SAFETY TRAINING CERTIFICATION)	AC	AC	AC		Vital Record. AC=AFTER FILE IS COMPLETE. BECOMES PART OF PERMIT FILE WHICH IS RETAINED PERMANENTLY AS REQUIRED BY NUCLEAR REGULATORY COMMISSION; DATABASE UPDATED DAILY; SEE #4290.	
4290	PERMITS	PM	PM	PM		MICROFILM & HOLD PAPERS 1 YR THEN DESTROY PAPER.	
4302	WASTE BURIAL SITES	PM	PM	PM		Vital Record. KEEP PAPER COPY UNTIL THE END OF THE CALENDAR YEAR, THEN MICROFILM.	
4303	BLUE PRINTS/MAPS FOR PERMITS	PM	PM	PM		Vital Record. MICROFILM PAPER AFTER CE+11. PERMANENT RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.	
4306	WASTE MANIFESTS	AV	AV	AV		Vital Record. MICROFILM WHEN AV & DESTROY HARD COPY BECOMES PART OF PERMIT FILE #4290	

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4309		X-RAY FILM EXPOSED FOR INSPECTION	CE+2	CE+2		X-RAY FILMS	
4323		REGISTRATIONS - X-RAY TRENDS (SURVEYS)	5	5		MICROFILM & DESTROY HARD COPY	
4324		THERMOLUMINESCENT DOSIMETERS (RAM & X-RAY) - (READING LEVELS OF RADIATION)	PM	PM		BECOMES PART OF PERMIT FILE #4290. RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.	
4325		THERMOLUMINESCENT DOSIMETER CALIBRATION	PM	PM		BECOMES PART OF PERMIT FILE #4290. RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.	
4326		THERMOLUMINESCENT DOSIMETER QUARTERLY REPORTS	CE+3	CE+3		BECOMES PART OF PERMIT FILE #4290	
4331		SITE SURVEILLANCE MONITORING	PM	PM		Vital Record. BECOMES PART OF PERMIT FILE #4290	
4344		COMPLIANCE CODING SHEETS	CE+2	CE+2		DESTROY COPY	
4358		ENGINEERING DRAWINGS - SOURCE & DEVICE FOR LICENSE	PM	PM		BECOMES PART OF PERMIT FILE #4290. TDH/DSHS RULE 401.058(B)	
4359		SUPER COLLIDER - ENVIRONMENTAL FILES	PM	PM		PAPER MICROFILMED AT END OF CALENDAR YEAR AND DESTROYED.	
4361		COMPLAINT/INCIDENT FILES	PM	PM		HARD COPY WHEN MICROFILMED AS A PART OF #4290	
4367		COMPLAINTS BY COUNTY	PM	PM		PAPER MICROFILMED AND DESTROYED.	
4372		NUCLEAR REGULATORY COMMISSION/ LICENSES & AMENDMENTS - NUCLEAR REACTOR POWER PLANTS	PM	PM		Vital Record. PAPER MICROFILMED AT END OF CALENDAR YEAR AND DESTROYED.	

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	5234	ELECTRICAL TRANSMISSION LINES (EVALUATION OF HAZARDOUS EMISSION FROM ELECTRICAL POWER LINES SURVEY)	PM	PM			PAPER MICROFILMED AND DESTROYED. MICROFILM RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.
	5235	MICROWAVE (EVALUATION OF HAZARDOUS EMISSIONS SURVEY)	PM	PM			PAPER MICROFILMED & DESTROYED. MICROFILM RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.
	5474	AUDIOMETER FILES	PM	PM			MICROFILM STORED AT Regulatory - Radiation; DESTROY HARD COPY. MICROFILM RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.
	5476	SONIC FILES (SURVEYS TO DETERMINE HAZARDOUS POTENTIAL)	PM	PM			MICROFILM STORED AT Regulatory - Radiation. PAPER MICROFILMED & DESTROYED. MICROFILM RETENTION PERIOD CHANGED TO PERMANENT, PER LEGISLATIVE MANDATE.
	6277	"ERAMS" ENVIRONMENTAL RADIATION AMBIANT MONITORING SYSTEM (AIR FILTER RECORDS) DSHS STATE BUILDINGS	PM	PM			
1.1	3260	RADIOGRAPHER - EXAMINATIONS/APPLICATIONS	US	US			Vital Record.
1.1	5525	NRC PROGRAM REVIEW EVALUATION	PM	PM			Vital Record. NRC REQUIRES PERMANENT RETENTION. PAPER MICROFILMED & DESTROYED.
1.1	5527	TECHNICAL ASSISTANCE RECORDS	PM	PM			Vital Record. PAPER MICROFILMED & DESTROYED.
1.1	5528	NRC AGREEMENT STATE PROCEDURES	CE	CE			DESTROY HARD COPY; ON NRC WEB PAGE
1.1	5530	NRC INFORMATION NOTICES	CE	CE			CE DESTROY; INFORMATION ON NRC WEB PAGE.

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1.1.007	3195	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.)	AV	AV			Vital Record. MICROFILMED & HARD COPY DESTROYED SEE #3261.
1.1.007	3261	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.)	PM	PM			Vital Record. SEE #3195. PERMANENT RETENTION SET BY NUCLEAR REGULATORY COMMISSION.
1.1.008	4371	NUCLEAR REGULATORY COMMISSION/ GENERAL CORRESPONDENCE	PM	PM			AT CALENDER END, MICROFILM AND DESTROY HARD COPY. PERMANENT RETENTION IS REQUIRED BY NUCLEAR REGULATORY COMMISSION.
1.1.014	3241	LEGAL OPINIONS AND ADVICE	AV	AV	R		MAY BECOME PART OF PERMIT FILE, SEE #4290
1.1.020	3210	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1	AC+1			BECOMES PART OF PERMIT FILE SEE #4290; AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)
1.1.026	2161	TEXAS REGISTER SUBMISSIONS	AC+1	AC+1			AC=DATE OF PUBLICATION IN THE TEXAS REGISTER. EXCEPTION: IF PERTAINING TO PERMITS, FILED IN PERMIT FILE FOR PERMANENT RETENTION, SEE #4290.
1.1.027	5532	LEGISLATION (THAT AFFECTS RULES WITH NRC)	AV	AV			

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1.1.058	3206	MEETING AGENDA & MINUTES FOR THE TEXAS RADIATION ADVISORY BOARD	PM	PM	A	Vital Record. AC=WHEN MICROFILMED. PERMANENT RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION.
1.1.065	3228	REPORTS & STUDIES - RAW DATA - WORKLOAD REVIEW, INSPECTION SUMMARIES AND PERFORMANCES	AV	AV		
1.1.065	3230	REPORTS & STUDIES - RAW DATA INSPECTION ACCOMPANIMENTS, RAM INSPECTIONS ENCODING DATA, RAM INSPECTIONS & VIOLATIONS, RAM INSPECTION SUMMARIES AND PERFORMANCE	AV	AV		
1.1.067	3223	MONTHLY ACTIVITY REPORTS	FE+4	FE+4		MOST CONTRACTS ARE FOR FOUR YEARS AND THIS INFORMATION MUST BE RETAINED FOR THE DURATION OF CONTRACTS TO SHOW ACTIVITIES PERFORMED RELATED TO CONTRACTS.
1.1.069	3232	FIELD ACTIVITIES/INSPECTOR EVALUATIONS	5	5		RETENTION REQUIRED TO MEET NUCLEAR REGULATORY COMMISSION AUDIT REQUIREMENTS
1.1.070	2159	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION (RULES)	PM	PM	R	UPDATED DAILY.
1.1.070	3212	POLICIES & PROCEDURES - RADIATION - FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	3218	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION- FINAL	AC+3	AC+3	R	Vital Record. AC=MICROFILM. COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	3239	REGULATORY GUIDES- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

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1.1.070	5477	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION RULES- FINAL	PM	PM	R	Vital Record. MICROFILM. RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION.
1.1.071	922	RULES, POLICIES AND PROCEDURES- RADIATION - WORKING FILES	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.3.001	2206	WEB PUBLICATIONS	AC+2	AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE. KEEP WEB PUBLICATIONS ONLINE FOR AT LEAST SIX MONTHS RETENTION PERIOD HAS BEEN MET. 13 TAC RULE 3.4(B). IF ITEM FALLS WITHIN ANOTHER RECORDS SERIES AND THAT RECORDS SERIES HAS LONGER THAN A TWO-YEAR RETENTION, THE PUBLICATION IS RETAINED IN AT LEAST ONE FORMAT UNTIL THE LONGER RETENTION PERIOD HAS BEEN MET.
1.3.001	3216	PUBLICATIONS	PM	PM	A	RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES TO HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE / LIBRARY.
1.3.002	3214	PUBLICATION DEVELOPMENT FILES	AV	AV	R	
3.1	2179	RESUMES OF STAFF	PM	PM		RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.
3.1.027	2184	TRAINING & EDUCATIONAL RECORDS	AC+5	AC+5		MAINTAINED FOR NRC REVIEW; GIVEN TO TRAINING COORDINATOR TO RECORD IN AccessHR DATABASE; INDIVIDUAL MAINTAINS CONVENIENCE COPY IN PERFORMANCE APPRAISAL. AC=TERMINATION OF EMPLOYEE.

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3.3	2188	PERSONNEL MONITORING EXPOSURE REPORTS	PM	PM			FOR PAST AND PRESENT EMPLOYEES, REQUIRED BY NRC; AFTER TERMINATION, MICROFILM AND DESTROY PAPER COPIES	
4.2.002	2194	CASH RECEIPTS	PM	PM			PART OF PERMIT FILE, WHICH MUST BE RETAINED PERMANENTLY DUE TO NUCLEAR REGULATORY COMMISSION REQUIREMENTS	
4.2.002	2195	ACCOUNT RECEIVABLE LEDGERS	PM	PM			PART OF PERMIT FILE, MUST BE RETAINED PERMANENTLY AS REQUIRED BY NUCLEAR REGULATORY COMMISSION	
4.5.006	2196	ANNUAL OPERATING BUDGETS	PM	PM			AFTER BUDGET YEAR, MICROFILM HARD COPY AND DESTROY PAPER, PERMANENT RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION	
5.1.001	3306	CONTRACTS (FEDERAL): NRC, ACR, RADEF, WIPP, UMTRA, CRCPD, PANTEX, MQSA/FDA, SW REGION OF FDA AGREEMENT, SOUTHERN STATES ENERGY BD, RAD MON-NRC, ASNT, DOT, TNRCC	PM	PM			Vital Record. PAPER DESTROYED WHEN MICROFILMED. MICROFILM KEPT PERMANENTLY. RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.	
5.1.001	3308	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ/TNRCC) & TDH/DSHS LOW LEVEL WASTE CONTRACT	PM	PM			Vital Record. PAPER DESTROYED WHEN MICROFILMED. MICROFILM KEPT PERMANENTLY. RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.	
5.2.005	5479	CALIBRATION (EQUIPMENT & INSTRUMENTS) FOR RADIATION DETECTION	PM (M)	PM			PAPER DESTROYED WHEN MICROFILMED (CE+3). MICROFILM KEPT PERMANENTLY. RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.INCLUDES EQUIPMENT, SERVICE HISTORY, MAINTENANCE	

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