

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			

602 - REGULATORY LICENSING UNIT

47		REGISTERED FIRMS (BEDDING MFG. & AVC)	AC+2		AC+2		Vital Record. AC=EXPIRATION DATE OF LICENSE OR PERMIT. REQUIRED UNDER V.C.S. 4476-A	
107		YOUTH CAMP LICENSE ISSUANCE LIST	FE+2		FE+2		Vital Record.	
108		YOUTH CAMP BULK REGISTER	FE+2		FE+2		Vital Record. RECORD LAST KEPT FOR FY02	
109		YOUTH CAMP LICENSES (VOIDED)	FE+2		FE+2		Vital Record. AC=EXPIRATION OF LICENSE.	
191		ENVIRONMENTAL AND SANITATION LICENSING DOCUMENTATION (ASBESTOS, LEAD, MOLD, PESTICIDES, AND YOUTH CAMPS)	AC+3 MO	2Y9MO	AC+3		Vital Record. AC=LICENSE ISSUED/COMPLETE. INCLUDES TRAINING MANUALS FOR PROVIDERS WANTED TO BE LICENSED.	05-537-216
886		PAR-SCORES, PAR-TEST FILES	US		US			
1331		ABORTION GENERAL LICENSING INFORMATION	AC+3		AC+3		AC=CLOSING OF THE FACILITY	
1332		ABORTION LICENSING DEFICIENCIES	3		3			
1558		EXAMINATION BOOKLETS	US+6 MO		US+6 MO			
1559		STUDENT REPLACEMENT CERTIFICATE FORM	AV		AV			
3671		HOSPITAL LICENSING PATIENT TRANSFER AGREEMENT (NOT SUBMITTED WITH APPLICATION)	AV		AV			
3678		GENERAL LICENSING INFORMATION	AC+3		AC+3		AC=COMPLETED REVIEW OF APPLICATION	
3680		APPROVED HOSPITAL LICENSING WAIVERS	PM		PM			

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled  
 AV - As Long As Administratively Valuable  
 US -Until Superseded  
 CE - Calendar Year End  
 FE - Fiscal Year End  
 LA - Life of Asset  
 PM - Permanent

MO - Months  
 DA -Days

ARCHIVAL CODES (Field 8)

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

VITAL Record (Include in Field 9)

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3687		VOIDED LICENSES	AC		AC		AC=DATE OF VOIDING	
3698		ABORTION FACILITY FILES - CLOSED	3		3		FACILITY IS CLOSED; SEE ALSO #1340 & #1341 (601-Enforcement)	
3909		FOOD PROTECTION MANAGEMENT CARDS - RETURNED	3		3			
3917		INSTRUCTOR FILES	1		1			
3918		LOG OF FPM INSTRUCTOR CERTIFICATES	3		3			
3945		SPONSOR FILES	3		3			
3970		EXAM SCORES-STATE ACCREDITATION (LEAD, MOLD, ASBESTOS)	AC+1	3	AC+4		AC=DATE TEST REPORTED TO EXAM TAKER	05-537-361 (Lead Exam)
4269		TEST ANALYSIS	3		3			
4962		LICENSURE APPLICATIONS (INCLUDES FREE SALE/ORIGIN APPLICATIONS)	FE+2		FE+2		Vital Record. PAPER COPY DESTROYED AFTER AC, AC=SCANNED. MICROFICHE/ELECTRONIC MEDIUMS KEPT FOR BALANCE OF RETENTION PERIOD	
4984		LICENSURE ACCOUNT FILES (FOOD & DRUG)	FE+6		FE+6		Vital Record.	
4996		LICENSURE PRINT OUT AND VOID LOGS	FE+2		FE+2		Vital Record.	
5005		OOB NOTIFICATIONS FROM PUBLIC (FOOD & DRUG)	FE+2		FE+2		Vital Record.	

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	5015	REFUNDS PROCESSED/DENIED	AC+FE+2	AC+FE+2			Vital Record. AC=PAPER SCANNED, THEN DESTROYED. MICROFICHE/ELECTRONIC MEDIA KEPT FOR BALANCE OF RETENTION PERIOD	
	5065	LICENSE RENEWAL LIST (FOOD & DRUG)	AC+FE+2	AC+FE+2			Vital Record. AC=PAPER SCANNED, THEN DESTROYED. MICROFICHE/ELECTRONIC MEDIA KEPT FOR BALANCE OF RETENTION PERIOD	
	5117	ABORTION ORIGINAL OR FIRST APPLICATION	3	3				
	6703	SURVEY DOCUMENTS FOR STATE LICENSING	3	3				
	6789	CLOSED FACILITY FILES (STATE)	AC+3	AC+3			AC=CLOSURE OF THE FACILITY	
1.1	6788	SUBPOENAED RECORDS	AC	AC			AC=SETTLEMENT OR DISMISSAL OF LITIGATION	
2.1	777	MASTER FILES IN FOXPRO	AV	AV			(ENVIRONMENTAL REVIEW AT NEXT RE-CERTIFICATION, POSSIBILITY OF DELETING 4-1-07)	
3.3	845	ROSTER AND TRAINING DOCUMENTATION (LEAD, MOLD, ASBESTOS)	AC+1	AC+1			INCLUDES PHOTOGRAPHS, AC= RECEIVED DATE	
4.2.002	6630	DAILY REMITTANCE - FEES - LICENSURE/CERTIFICATION/TRAINING	FE+3	FE+3				
5.2	3630	FACILITY ARCHITECTURE/ CONSTRUCTION DOCUMENTS	AC	AC			AC=REVIEW COMPLETED	

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