

APPROVED 3/19/2007

State of Texas
Records Retention Schedule

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION
 RECERTIFICATION
 REPLACEMENT PAGE
 ADDENDUM PAGE

4. Records

7. RETENTION PERIOD

Series Item # 5. Agency Item # 6. Records Series Title Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

601 - REGULATORY SERVICES - ENFORCEMENT UNIT

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
192		ASBESTOS ENFORCEMENT CASES - WARNINGS & WITHDRAWALS	AC+1	4	AC+5		Vital Record. DATABASE UPDATED DAILY; AC=DATE WARNING ISSUED	05-537-217
1336		ENFORCEMENT ACTION LOGS	AC+5		AC+5		AC=ENFORCEMENT ACTION COMPLETED	
1337		ENFORCEMENT - ACTIVE/PENDING FILES	AC+5		AC+5		AC=ENFORCEMENT ACTION COMPLETED	
1338		ENFORCEMENT FILES FOR LICENSED FACILITIES - CLOSED	3		3			05-537-328
1339		ENFORCEMENT FILES FOR UNLICENSED FACILITIES	3		3			
1340		ABORTION ENFORCEMENT FILES FOR LICENSED FACILITIES - CLOSED	3		3			
1341		ABORTION ENFORCEMENT FILES FOR UNLICENSED FACILITIES	3		3			
4899		ASBESTOS ENFORCEMENT CASES - AGREED ORDERS	AC+1	4	AC+5		Vital Record. DATABASE UPDATED DAILY	05-537-293
4900		ASBESTOS ENFORCEMENT CASES-LANDMARK CASES	PM		PM		Vital Record. DATABASE UPDATED DAILY	
5755		LEAD ENFORCEMENT CASES	AC+1	4	AC+5			05-537-360
6158		ENVIRONMENTAL ENFORCEMENT CASES	AC+1	4	AC+5		AC=COMPLIANCE WITH TERMS OF ENFORCEMENT. INCLUDES YOUTH CAMPS, AVC, BD, HAZPRO, MOLD, TANNING, TATTOO, BODY PIERCING, & PEST APPL. CASES. (CIVIL PRACTICES §16.0045)	06-537-534
6159		TEXAS HAZARDOUS COMMUNICATION ACT ENFORCEMENT CASES	AC	5	AC+5		AC=COMPLIANCE WITH TERMS OF ENFORCEMENT. INCLUDES HAZCOM AND TIER II ENFORCEMENT CASES. (CIVIL PRACTICES §16.0045)	

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

CE - Calendar Year End
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601 - REGULATORY SERVICES - ENFORCEMENT UNIT

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
		6160 GENERAL SANITATION ENFORCEMENT CASES	AC+1	4	AC+5		AC=COMPLIANCE WITH TERMS OF ENFORCEMENT. INCLUDES POOLS, HOTELS/MOTELS, NUISANCE ABATEMENTS, FIELD SANITATION, MASS GATHERINGS. (CIVIL PRACTICES §16.0045)
		6161 INMATE COMPLAINT LETTERS	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT. IF A FINDING IS MADE, THEN THE COMPLAINT BECOMES PART OF AN ENFORCEMENT FILE.
1.1		1334 ENFORCEMENT ACTION POLICY	AV		AV		
1.1		6138 PUBLIC COMMENTS TO PROPOSED RULES	AC+1		AC+1		AC=DATE OF PUBLICATION IN TEXAS REGISTER
1.1.002		2456 AUDITS	AC+7		AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.006		3136 COMPLAINT FILE/TECHNICAL ASSISTANCE	AC+2		AC+2		Vital Record. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.008		3140 CORRESPONDENCE, GENERAL	1		1		INCLUDES SOME E-MAIL.
1.1.020		3986 PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)
1.1.021		3160 PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST
1.1.070		884 AGENCY RULES, POLICIES AND PROCEDURES (INCLUDES POLICY LETTERS AND STANDARD OPERATING PROCEDURES)- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071		5734 RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.

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601 - REGULATORY SERVICES - ENFORCEMENT UNIT								
3.1	6718	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC		AC		AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN AccessHR TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.	
4.2.002	4657	DAILY REMITTANCES (ADMIN PENALTIES/FEES)	FE+3		FE+3			
5.1.016	4150	TELEPHONE MESSAGE NOTIFICATIONS	1		1		INCLUDES E-MAILS, PHONE MESSAGE BOOKS AND SLIPS, ETC.	

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