

APPROVED 11/2/2006

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.
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821 - FOOD ESTABLISHMENT GROUP

	1168	ACTIVE ESTABLISHMENTS WITHOUT ENFORCEMENT ACTIONS*	US+5		US+5		* ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES. COMPLIANCE WITH STANDARDS REQUIRES ADDITIONAL RETENTION PERIOD.	
	1171	OUT-OF-BUSINESS ESTABLISHMENTS WITHOUT ENFORCEMENT ACTIONS*	3		3		*ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES.	
	3901	JURISDICTIONAL DATABASE	US		US			
	4268	ACTIVE/OOB ESTABLISHMENTS WITH ENFORCEMENT ACTION* (PENDING)	AC+10		AC+10		Vital Record. *ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES; INSPECTION REPORTS WITH CODE 5/4.	
1.1	2662	EMPLOYEE INSPECTION NOTES	US+5		US+5		SHOULD BE KEPT WITH #1168 INSPECTION REPORTS	
1.1	4081	REPORTS & AUDITS - LOCAL HEALTH DEPTS.	AC+3		AC+3		AC=AFTER COMPLETION OF REPORT/AUDIT. REPORTS THAT DOCUMENT THE LOCAL HEALTH DEPTS FUNDING OF THE PERMITTING AND INSPECTION PROGRAM.	
1.1	4274	INSPECTOR/FDA# LISTINGS	US		US			

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

A - Transfer to State
R - Review by State

VITAL Record (Include in Field 9)