

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

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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.

025 - HEALTH SERVICE REGION - BREAST & CERVICAL CANCER CONTROL

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
1.1	1668	PROGRESS NOTES	AC		AC		AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT TURNS 21, WHICH EVER IS LATER
1.1	4652	TEST RESULTS	AC		AC		AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT TURNS 21, WHICH EVER IS LATER
1.1	4669	ELIGIBILITY RECORDS	AC+5		AC+5		AC=DATE ELIGIBILITY ENDS
1.1	4738	ENROLLMENT RECORDS	AC+5		AC+5		AC=DATE ENROLLMENT ENDS

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US - Until Superseded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)