

**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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015 - HEALTH SERVICE REGION - MEAT SAFETY ASSURANCE

	1449	CMI SANITATION REPORTS	6 MO	1Y6MO	2			
	1454	CMI PLANT FILES	AC+3		AC+3		AC=CLOSING OF PLANT	
1.1.008	1450	CMI GENERAL FILES (GENERAL CORRESPONDENCE)	1		1		INCLUDES SOME E-MAIL.	
1.1.067	5383	WORK REPORT (MSA 53)	3		3	R	Vital Record. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	
3.3.020	1452	CMI EMPLOYEE WORK RECORD (ITINERARY INFORMATION)	CE+1	1	CE+2		CENTRAL OFFICE EXPECTS THE REGIONS TO KEEP THESE RECORDS LONGER THAN ONE YEAR SO THEY WILL BE AVAILABLE FOR AUDITS.	

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US - Until Superseded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)