

**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.

020 - HEALTH SERVICE REGION - NUTRITION

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
		5011 PATIENT RECORDS - NUTRITION ASSESSMENT REPORT	AC		AC		Vital Record. AC=7 YEARS PAST LAST SERVICE DATE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER IS LATER
1.1		5012 QUARTERLY PROGRESS REPORTS	FE+4		FE+4		Vital Record.
4.1.002		5169 BILLING DETAIL - MEDICAID	5		5		Vital Record. RETENTION BASED ON FEDERAL GUIDELINES

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US - Until Superseded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)