

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

4. Records

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

X RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

045 - HEALTH SERVICE REGION - ORAL HEALTH

1.1.008	1445	CORRESPONDENCE, GENERAL	1		1			INCLUDES SOME E-MAIL.
1.1.065	1447	REPORTS & STUDIES - RAW DATA	AV		AV			

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US - Until Superseded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)