

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

Series Item # 5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

10. 106 No.

065 - HEALTH SERVICE REGION - TUBERCULOSIS ELIMINATION							
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
		1504 TUBERCULOSIS DAY BOOK (DAILY LOG)	1		1		
		5273 MASTER INDEX	PM		PM		Vital Record.
		5274 STANDING ORDERS	AC+25		AC+25		Vital Record.
1.1.008	1347	GENERAL CORRESPONDENCE	1		1		INCLUDES SOME E-MAIL.

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US - Until Superseded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)