

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.

712 - REGULATORY SERVICES - ECSS - MEAT SAFETY

161	MEAT INSPECTION PLANTS DATABASE FILE	US	US		
162	REGIONAL MEAT PLANT REVIEW FILES	3	3		
163	TALMADGE-AIKEN EMPLOYEE CREDENTIAL DOCUMENTATION	US	US		
165	MEAT INSPECTION COMPLAINT/VIOLATION FILE AND LOG	AC+3	AC+3		AC=COMPLAINT SETTLED
167	MEAT INSPECTION PLANT FILES	AC+3	AC+3		AC=DATE OF COMPLETION OF THE INSPECTION OF PLANT
168	BLUEPRINTS - RENDERING PLANTS	AC+3	AC+3		AC=CLOSING OF PLANTS
170	COMPLIANCE FILES	AC+3	AC+3		AC=COMPLAINT SETTLED
171	MEAT LABEL FILES	AC	AC		FILE CONTAINS "TRADE SECRETS" (MEAT PRODUCT RECIPES) AC=DISCONTINUING THE USE OF THE LABEL.
172	VIOLATIONS FILES	AC+10	AC+10		AC=COMPLAINT SETTLED
174	VOIDED LICENSES AND PERMITS (RENDERING)	FE+3	FE+3		
1552	PERFORMANCE BASED INSPECTION SYSTEM RECORDS (PBIS)	AC+3 MO	AC+3 MO		Vital Record. AC=DATA ENTRY COMPLETED
1554	PERFORMANCE BASED INSPECTION SYSTEM ESTABLISHMENT SUMMARY CONDITION	CE	CE		Vital Record.
5627	REVIEW AND COMPLIANCE RECORD	3	3		MSA511-ONLY A/D REVIEWS) PAPER COPY DESTROYED AFTER SCANNED. ELECTRONIC COPY KEPT REMAINING OF THE RETENTION PERIOD.
4.4.002	160 ACCOUNTS RECEIVABLE - OVERTIME	FE+3	FE+3		Vital Record.

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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US - Until Superseded

A - Transfer to State
R - Review by State

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

Page 2 11/8/2006

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.

712 - REGULATORY SERVICES - ECSS - MEAT SAFETY

4.5.002	159	DATABASE OF RENDERING LICENSES & PERMITS ISSUED	FE+3	FE+3	ISSUANCE OF LICENSE, PERMITS, & FEES COLLECTED FOR LICENSES AND PERMITS; PAPER, ELECTRONIC
---------	-----	---	------	------	--

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)