

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.

703 - REGULATORY SERVICES - ECCS - MILK

Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
735		BULK MILK TANKER INSPECTION FORM	3		3		
740		FROZEN DESSERT MANUFACTURING PLANT (INSPECTIONS)	3		3		
742		FEDERAL CHECK RATING RECORDS (COMPLIANCE & ENFORCEMENT)	2		2		
744		PASTEURIZATION PLANT INSPECTIONS	3		3		
745		WATER BACTERIOLOGY ANALYSIS	3		3		
755		PRODUCER DAIRY INSPECTIONS	3		3		
757		PESTICIDE,VITAMIN, PATHOGEN, AFLATOXIN FILES	3		3		
758		RETAIL DAIRY PRODUCT ANALYSIS	3		3		
761		RAW MILK ANALYSIS	3		3		
2942		FEDERAL MILK MARKET REPORT (BUTTERFAT CONTENT OF DAIRY PRODUCTS)	US		US		
2962		POSITIVE LOAD REPORTING FORM	3		3		
3236		NATIONAL MILK DRUG RESIDUE DATABASE	3 MO		3 MO		
3325		FEDERAL MARKET ADMINISTRATOR DEGRADE/REGRADE	3		3		
4734		FIELD CERTIFICATION (SEALERS)	1		1		
4766		HAULER REPORT & SAMPLER EVALUATIONS	US		US		

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US - Until Superseded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)

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		703 - REGULATORY SERVICES - ECCS - MILK						
	4767	STATE RATING SANITATION AND ENFORCEMENT	AC		AC		AC=UNTIL SUPERCEDED OR 2 YEARS, WHICHEVER IS SOONER.	
1.1	714	PLANT CORRESPONDENCE	3		3		Vital Record. REGULATORY CORRESPONDENCE	
1.1	3747	REGISTRATION FOR TDH/DSHS TRAINING - SEALER	5		5			
1.1	4732	COMPLAINTS - CONSUMER	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT.	
1.1	4733	EQUIPMENT TEST	3		3			
1.1.006	718	COMPLAINTS (COMPLAINTS MADE BY EMPLOYEES OR OTHER PEOPLE CONCERNING THE MILK AND DAIRY DIVISION)	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT	

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