

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.
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823 - REGULATORY SERVICES - DRUGS AND MEDICAL DEVICES

	2227	COLLAGEN DOCUMENTS	AV		AV		AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.	
	5600	OUT OF BUSINESS (OOB) FILES - SALVAGE, MEDICAL DEVICE, DRUG DISTRIBUTORS	3		3			
	5601	INSPECTION REPORTS - SALVAGE, MEDICAL DEVICE, DRUG DISTRIBUTORS	3		3			
	5607	COMPLAINTS, VALID - SALVAGE, MEDICAL DEVICE, DRUG DISTRIBUTORS	3		3			
	5608	COMPLAINTS, NOT VALID - SALVAGE, MEDICAL DEVICE, DRUG DISTRIBUTOR	3		3			
	5609	ADMINISTRATIVE PENALTY RECORDS - SALVAGE, MEDICAL DEVICE, DRUG DISTRIBUTORS	AV		AV		AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.	
	5610	SPECIAL INVESTIGATION RECORDS - SALVAGE, DRUG DISTRIBUTORS, MEDICAL DEVICES	AV		AV		AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.	
	5612	DETENTION REPORTS - SALVAGE, DRUG DISTRIBUTORS, MEDICAL DEVICE	3		3			
	5614	RELATED SAMPLES - SALVAGE, DRUG DISTRIBUTORS, MEDICAL DEVICES	AV		AV		RETAINED IN ORIGINAL MEDIUM; AV=NEEDED FOR INVESTIGATIONS, LITIGATION	
1.1	5603	INVESTIGATIONAL CORRESPONDENCE; 1ST CLASS & CERTIFIED - SALVAGE, DRUG DISTRIBUTORS, MEDICAL DEVICES	3		3		Vital Record. PART OF THE INSPECTION REPORTS, SEE # 5601.	
1.1.007	5606	WARNING LETTERS - SALVAGE, DRUG DISTRIBUTORS, AND MEDICAL DEVICE	3		3		Vital Record. PART OF THE INSPECTION REPORTS, SEE # 5601.	

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US - Until Superseded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

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Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks
1.1.048	5611	LEGAL RECORDS - SALVAGE, DRUG DISTRIBUTRS, MEDICAL DEVICE	AC+1+AV	AC+1+AV		R	ELECTRONIC IS KEPT AV. AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT OF WANT OF PROSECUTION OR ON A MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. AV=NEEDED FOR REGULATORY ACTIVITIES OR REVIEW. COURT CASES INVOLVING MEDICAL DEVICE DRUG & COSMETIC SALVAGE BROKERS & ESTABLISHMENTS CROSS-REFERENCE EARLIER CASES, THEREFORE, THESE RECORDS MUST BE RETAINED AV TO MEET COURT REQUIREMENTS AND PUBLIC NEED FOR INFORMATION ON DEVICE, DRUG & COSMETIC SALVAGE BROKERS & ESTABLISHMENTS.

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