

APPROVED 11/2/2006

State of Texas
Records Retention Schedule

Page 1 11/8/2006

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.

822 - REGULATORY SERVICES - ECSS - FOODS

4765 BOTTLED WATER/VENDOR TESTS

3

3

1.1

2755 EMPLOYEE INSPECTION NOTES

AC+3

AC+3

AC=DATE OF FINAL ENTRY INTO NOTEBOOK.

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US - Until Superseded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)