

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

X 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. |
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|

819 - REGULATORY SERVICES - ENVIRONMENTAL

| | | | | | | | | |
|------|--|--|---------|---|---------|--|--|------------|
| 87 | | LICENSED CERTIFIED APPLICATORS | US | | US | | | |
| 111 | | INSPECTION REPORTS | FE+2 | | FE+2 | | Vital Record. INCLUDES ALL KINDS OF INSPECTION REPORTS | |
| 190 | | ASBESTOS BUILDING OWNER INSPECTION REPORTS | AC+1 | 3 | AC+4 | | Vital Record. FILED WITH CONTRACTORS' LICENSE. AC=DATE OF NOTIFICATION | 05-537-215 |
| 856 | | ASBESTOS DEMOLITION/RENOVATION NOTIFICATION FORMS | AC+1 | 3 | AC+4 | | AC=DATE OF NOTIFICATION | 05-537-218 |
| 2232 | | OUT OF BUSINESS (OOB) FILES - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 3 | | 3 | | | |
| 2233 | | INSPECTION REPORTS - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 3 | | 3 | | | |
| 2240 | | COMPLAINTS - VALID - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 3 | | 3 | | | |
| 2242 | | COMPLAINTS - NOT VALID - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 3 | | 3 | | | |
| 2244 | | ADMINISTRATIVE PENALTY RECORDS - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 1+AC+AV | | 1+AC+AV | | AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW. | |
| 2254 | | SPECIAL INVESTIGATION RECORDS - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 1+AC+AV | | 1+AC+AV | | AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW. | |
| 2262 | | DETENTION REPORTS - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 3 | | 3 | | PAPER IS RETAINED ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO MORE YEARS. | |

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

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

___ ORIGINAL SUBMISSION

X 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. |
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|

819 - REGULATORY SERVICES - ENVIRONMENTAL

| | | | | | | | | |
|-----|------|---|------|----|------|---|---|------------|
| | 2269 | RELATED SAMPLES - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | AV | | AV | | RETAINED IN ORIGINAL MEDIUM; AV=NEEDED FOR INVESTIGATIONS, LITIGATION | |
| | 3144 | FIELD SURVEY REPORTS (FORMALDEHYDE) | 5 | | 5 | | Vital Record. | |
| | 3145 | FIELD SURVEY REPORTS (PESTICIDES) | 5 | | 5 | | Vital Record. | |
| | 3146 | FIELD SURVEY REPORTS (INDOOR AIR POLLUTION) | 5 | | 5 | | Vital Record. | |
| | 3148 | FIELD SURVEY REPORTS (LEAD) | 5 | | 5 | | Vital Record. AT THE END OF 5 YEAR RETENTION PERIOD, RECORDS ARE TRANSFERRED TO CHILDHOOD LEAD POISONING PROGRAM. SEE AGENCY ITEM NUMBER 5546 | |
| | 3172 | REPORTS ON CONDITION OF WORK ENVIRONMENT (AIR) IN STATE AGENCIES | 5 | | 5 | | Vital Record. INCLUDES RIGHT TO KNOW, COMMUNITY RISK, INDOOR AIR | |
| | 3176 | TOXIC SUBSTANCE CONTROL ACT -ASBESTOS HAZARDOUS EMERGENCY RESPONSE ACT FILES | 3 | | 3 | | Vital Record. | |
| | 3177 | TOXIC SUBSTANCE CONTROL -PCB(TOXIC CHEMICALS) FILES | 3 | | 3 | | Vital Record. | |
| | 3985 | LEAD NOTIFICATION FILES | AC+1 | 3 | AC+4 | | | 05-537-347 |
| | 4242 | ASBESTOS HAZARD EMERGENCY RESPONSE ACT - SCHOOL MANAGEMENT PLANS | 1 | 30 | 31 | A | Vital Record. | 05-537-001 |
| | 5756 | LEAD INSPECTION REPORTS | AC+1 | 3 | AC+4 | | | 05-537-359 |
| 1.1 | 883 | NOTIFICATION DEFICIENCY LETTERS | 1 | 3 | 4 | | | 05-537-219 |
| 1.1 | 2234 | INVESTIGATIONAL CORRESPONDENCE, 1ST CLASS & CERTIFIED - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 3 | | 3 | | Vital Record. PAPER SCANNED AND DESTROYED, ELECTRONIC IS RETAINED TWO MORE YEARS. BECOMES PART OF THE INSPECTION REPORTS, SEE # 2233. | |

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

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION
 RECERTIFICATION
 REPLACEMENT PAGE
 ADDENDUM PAGE
 10. 106 No.

| 4. Records | | 7. RETENTION PERIOD | | | | | | |
|---|------------------|---|------------|---------|------------|-------------|--|-------------|
| Series Item # | 5. Agency Item # | 6. Records Series Title | Agency | Storage | Total | 8. Archival | 9. Remarks | 10. 106 No. |
| 819 - REGULATORY SERVICES - ENVIRONMENTAL | | | | | | | | |
| 1.1 | 2239 | WARNING LETTERS - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 3 | | 3 | | Vital Record. PAPER SCANNED AND DESTROYED, ELECTRONIC IS KEPT TWO MORE YEARS. BECOMES PART OF THE INSPECTIONS REPORTS, SEE # 2233. | |
| 1.1.048 | 2255 | LEGAL RECORDS - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | | | AC+1+ AV | R | PAPER SCANNED AND DESTROYED; ELECTRONIC IS KEPT UNTIL 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 TANNING FACILITIES CROSS-REFERENCE EARLIER CASES, THEREFORE, RECORDS MUST BE MAINTAINED TO SUPPORT COURT REQUIREMENTS AND PUBLIC HEALTH CONCERNS OF THE PUBLIC. | |
| 1.1.060 | 2275 | PUBLIC HEARING RELATED VIDEO/AUDIO RECORDINGS - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | AC+90DA+AV | | AC+90DA+AV | | AUDIO & VIDEO; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY. RETAINED TO MEET PUBLIC NEED FOR INFORMATION ON HEALTH/MEDICAL RELATED ISSUES RELATED TO TANNING FACILITIES. | |
| 1.1.062 | 2271 | PUBLIC HEARING RELATED DOCUMENTS - TANNING FACILITIES, BODY PIERCING, TATTOO STUDIOS | 2+AV | | 2+AV | | PAPER IS RETAINED TWO YEARS, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT UNTIL AV, AV=NEEDED FOR REGULATORY ACTIVITIES OR REVIEW. THESE RECORDS ARE NEEDED TO MEET PUBLIC DEMAND FOR INFORMATION ON TANNING FACILITIES AND HOW IT AFFECTS THEIR HEALTH. | |
| 5.2.005 | 3135 | CALIBRATION OF EQUIPMENT AND/OR INSTRUMENTS | 10 | | 10 | | Vital Record. | |

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)