

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

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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709 - REGULATORY SERVICES - RADIATION

2207		EMERGENCY RESPONSE DRILLS-FINAL REPORT	PM		PM			
2208		RADIOACTIVE MATERIAL DOWN HOLE STORAGE	PM		PM			
2209		ESCALATING ENFORCEMENT	PM		PM		AFTER CLOSURE, MICROFILM AND DESTROY PAPER COPY, BECOMES PART OF #4290 PERMITS	
2210		PERMITS - LRICS DATABASE	PM		PM		UPDATED DAILY	
3258		RADIOGRAPHER (RADIATION SAFETY TRAINING CERTIFICATION)	AC		AC		Vital Record. BECOMES PART OF PERMIT FILE WHICH IS RETAINED PERMANENTLY AS REQUIRED BY NUCLEAR REGULATORY COMMISSION; ; DATABASE UPDATED DAILY; SEE #4290.	
4290		PERMITS	PM	PM	PM		MICROFILM & HOLD PAPERS 1 YR THEN DESTROY PAPER.	05-537-183
4302		WASTE BURIAL SITES	PM	PM	PM		Vital Record. KEEP PAPER COPY UNTIL THE END OF THE CALENDAR YEAR, THEN MICROFILM.	05-537-191
4303		BLUE PRINTS/MAPS FOR PERMITS	PM	PM	PM		Vital Record. MICROFILM PAPER AFTER CE+11 (SEE #4308). PERMANENT RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.	05-537-350
4306		WASTE MANIFESTS	AV		AV		Vital Record. MICROFILM WHEN AV & DESTROY HARD COPY BECOMES PART OF PERMIT FILE #4290	
4308		BLUE PRINTS/MAPS FOR PERMITS	CE+1	10	CE+11		Vital Record. SEE ALSO #4303 MICROFILM KEPT PERMANENTLY IN STORAGE.	05-537-201; 05-537-238
4309		X-RAY FILM EXPOSED FOR INSPECTION	CE+2		CE+2		X-RAY FILMS	05-537-147
4323		REGISTRATIONS - X-RAY TRENDS (SURVEYS)	5		5		MICROFILM & DESTROY HARD COPY	
4324		THERMOLUMINESCENT DOSIMETERS (RAM & X-RAY) - (READING LEVELS OF RADIATION)	AC		AC		BECOMES PART OF PERMIT FILE #4290	

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REPLACEMENT PAGE

ADDENDUM PAGE

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709 - REGULATORY SERVICES - RADIATION

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4325		THERMOLUMINESCENT DOSIMETER CALIBRATION	AC		AC		BECOMES PART OF PERMIT FILE #4290	
4326		THERMOLUMINESCENT DOSIMETER QUARTERLY REPORTS	CE+3		CE+3		BECOMES PART OF PERMIT FILE #4290	
4331		SITE SURVEILLANCE MONITORING	PM		PM		Vital Record. BECOMES PART OF PERMIT FILE #4290	
4344		COMPLIANCE CODING SHEETS	CE+2		CE+2		DESTROY COPY	
4358		ENGINEERING DRAWINGS - SOURCE & DEVICE FOR LICENSE	PM		PM		BECOMES PART OF PERMIT FILE #4290. TDH/DSHS RULE 401.058(B)	
4359		SUPER COLLIDER - ENVIRONMENTAL FILES	PM	PM	PM		PAPER MICROFILMED AT END OF CALENDAR YEAR AND DESTROYED.	05-537-192
4361		COMPLAINT/INCIDENT FILES	PM		PM		HARD COPY WHEN MICROFILMED AS A PART OF #4290	
4367		COMPLAINTS BY COUNTY	PM	PM	PM		PAPER MICROFILMED AND DESTROYED.	05-537-193
4372		NUCLEAR REGULATORY COMMISSION/ LICENSES & AMENDMENTS - NUCLEAR REACTOR POWER PLANTS	PM	PM	PM		Vital Record. PAPER MICROFILMED AT END OF CALENDAR YEAR AND DESTROYED.	05-537-365
5234		ELECTRICAL TRANSMISSION LINES (EVALUATION OF HAZARDOUS EMISSION FROM ELECTRICAL POWER LINES SURVEY)	AV		AV		AV=RETAIN UNTIL LEGISLATION CLEARS & DEFINES FUTURE LICENSING REQUIREMENTS. PAPER MICROFILMED AND DESTROYED.	
5235		MICROWAVE (EVALUATION OF HAZARDOUS EMISSIONS SURVEY)	AV		AV		AV=RETAIN UNTIL LEGISLATION CLEARS AND DEFINES FUTURE LICENSING REQUIREMENTS. PAPER MICROFILMED & DESTROYED.	
5474		AUDIOMETER FILES	AC		AC		MICROFILM STORED AT Regulatory - Radiation; DESTROY HARD COPY	
5476		SONIC FILES (SURVEYS TO DETERMINE HAZARDOUS POTENTIAL)	AC		AC		MICROFILM STORED AT Regulatory - Radiation. PAPER MICROFILMED & DESTROYED.	

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REPLACEMENT PAGE

ADDENDUM PAGE

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	6277	"ERAMS" ENVIRONMENTAL RADIATION AMBIANT MONITORING SYSTEM (AIR FILTER RECORDS) DSHS STATE BUILDINGS	PM		PM			
1.1	3260	RADIOGRAPHER - EXAMINATIONS/APPLICATIONS	US		US		Vital Record.	
1.1	5525	NRC PROGRAM REVIEW EVALUATION	PM	PM	PM		Vital Record. NRC REQUIRES PERMANENT RETENTION; MICROFILM STORED AT SRC. PAPER MICROFILMED & DESTROYED.	05-537-366
1.1	5527	TECHNICAL ASSISTANCE RECORDS	PM	PM	PM		Vital Record. MICROFILMED COPY STORED AT SRC. PAPER MICROFILMED & DESTROYED.	05-537-367
1.1	5528	NRC AGREEMENT STATE PROCEDURES	CE		CE		DESTROY HARD COPY; ON NRC WEB PAGE	
1.1	5530	NRC INFORMATION NOTICES	CE		CE		CE DESTROY; INFORMATION ON NRC WEB PAGE.	
1.1.007	3195	CORRESPONDENCE, ADMINISTRATIVE	AV		AV		Vital Record. MICROFILMED & HARD COPY DESTROYED SEE #3261.	
1.1.007	3261	CORRESPONDENCE, ADMINISTRATIVE	PM	PM	PM		Vital Record. SEE #3195. PERMANENT RETENTION SET BY NUCLEAR REGULATORY COMMISSION.	
1.1.008	4371	NUCLEAR REGULATORY COMMISSION/ GENERAL CORRESPONDENCE	PM		PM		AT CALENDER END, MICROFILM AND DESTROY HARD COPY. PERMANENT RETENTION IS REQUIRED BY NUCLEAR REGULATORY COMMISSION.	
1.1.014	3241	LEGAL OPINIONS AND ADVICE	AV		AV	R	MAY BECOME PART OF PERMIT FILE, SEE #4290	
1.1.020	3210	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		BECOMES PART OF PERMIT FILE SEE #4290; AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.026	2161	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1		IF PERTAINING TO PERMITS, FILED IN PERMIT FILE FOR PERMANENT RETENTION, SEE #4290.	

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ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

4. Records

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---------------	------------------	-------------------------	--------	---------	-------	-------------	------------	-------------

709 - REGULATORY SERVICES - RADIATION

1.1.027	5532	LEGISLATION (THAT AFFECTS RULES WITH NRC)	AV		AV			
1.1.058	3206	MEETING AGENDA & MINUTES FOR THE TEXAS RADIATION ADVISORY BOARD	AC	PM	AC+PM	A	Vital Record. AC=WHEN MICROFILMED. PERMANENT RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION. MICROFILM STORED.	05-537-189; 05-537-190
1.1.065	3228	REPORTS & STUDIES - RAW DATA - WORKLOAD REVIEW, INSPECTION SUMMARIES AND PERFORMANCES	AV		AV			
1.1.065	3230	REPORTS & STUDIES - RAW DATA INSPECTION ACCOMPANIMENTS, RAM IN- SPECTIONS ENCODING DATA, RAM IN-SPECTIONS & VIOLATIONS, RAM INSPECTION SUMMARIES AND PERFORMANCE	AV		AV			
1.1.067	3223	MONTHLY ACTIVITY REPORTS	FE+4		FE+4		MOST CONTRACTS ARE FOR FOUR YEARS AND THIS INFORMATION MUST BE RETAINED FOR THE DURATION OF CONTRACTS TO SHOW ACTIVITIES PERFORMED RELATED TO CONTRACTS.	
1.1.069	3232	FIELD ACTIVITIES/INSPECTOR EVALUATIONS	5		5		RETENTION REQUIRED TO MEET NUCLEAR REGULATORY COMMISSION AUDIT REQUIREMENTS	
1.1.070	2159	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION (RULES)	PM		PM		UPDATED DAILY.	
1.1.070	3212	POLICIES & PROCEDURES - RADIATION - FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	3218	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION- FINAL	AC+3		AC+3	R	Vital Record. AC=MICROFILM. COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.070	3239	REGULATORY GUIDES- FINAL	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	

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ORIGINAL SUBMISSION
 RECERTIFICATION
 REPLACEMENT PAGE
 ADDENDUM PAGE

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709 - REGULATORY SERVICES - RADIATION									
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1.1.070	5477	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION RULES- FINAL	PM	PM	PM	R	Vital Record. MICROFILM COPY STORED AT SRC. RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	05-537-198	
1.1.071	922	RULES, POLICIES AND PROCEDURES- RADIATION - WORKING FILES	AC+3		AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.3.001	2206	WEB PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERCEDED OR OBSOLETE. IF ITEM REMOVED FROM WEB PRIOR TO TWO-YEAR RETENTION, IT IS TRANSFERRED TO THE AGENCY'S OR DIVISION'S WEB ARCHIVE SITE UNTIL RETENTION PERIOD HAS BEEN MET. IF ITEM FALLS WITHIN ANOTHER RECORDS SERIES AND THAT RECORDS SERIES HAS LONGER THAN A TWO-YEAR RETENTION, THE PUBLICATION IS RETAINED IN AT LEAST ONE FORMAT UNTIL THE LONGER RETENTION PERIOD HAS BEEN MET.		
1.3.001	3216	PUBLICATIONS	AV	PM	AV+PM	R	AFTER AV, MICROFILM & STORE. RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO EXECUTIVE AND STAFF OPERATIONS (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.		
1.3.002	3214	PUBLICATION DEVELOPMENT FILES	AV		AV	R			
2.1.002	3249	MASTER FILES - AUTOMATED FILES	AC		AC		Vital Record. BACK-UP OF ONE SERVER, COPY STORED AT DSHS IN FIREPROOF SAFE AND ONE OFF-SITE AT RADEF; AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY OT RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.		

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RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

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3.1	2179	RESUMES OF STAFF	PM		PM		RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.	
3.1	6732	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC		AC		AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN AccessHR TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.	
3.1.027	2184	TRAINING & EDUCATIONAL RECORDS	AC+6		AC+6		MAINTAINED FOR NRC REVIEW; GIVEN TO TRAINING COORDINATOR TO RECORD IN REGISTRAR DATABASE; INDIVIDUAL MAINTAINS CONVENIENCE COPY IN PERFORMANCE APPRAISAL. AC=TERMINATION OF EMPLOYEE. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))	
3.3	2188	PERSONNEL MONITORING EXPOSURE REPORTS	PM		PM		FOR PAST AND PRESENT EMPLOYEES, REQUIRED BY NRC; AFTER TERMINATION, MICROFILM AND DESTROY PAPER COPIES	
4.2.002	2194	CASH RECEIPTS	PM		PM		PART OF PERMIT FILE, WHICH MUST BE RETAINED PERMANENTLY DUE TO NUCLEAR REGULATORY COMMISSION REQUIREMENTS	
4.2.002	2195	ACCOUNT RECEIVABLE LEDGERS	PM		PM		PART OF PERMIT FILE, MUST BE RETAINED PERMANENTLY AS REQUIRED BY NUCLEAR REGULATORY COMMISSION	
4.5.006	2196	ANNUAL OPERATING BUDGETS	PM		PM		AFTER BUDGET YEAR, MICROFILM HARD COPY AND DESTROY PAPER, PERMANENT RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION	

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5.1.001	3306	CONTRACTS (FEDERAL): NRC, ACR, RADEF, WIPP, UMTRA, CRCPD, PANTEX, MQSA/FDA, SW REGION OF FDA AGREEMENT, SOUTHERN STATES ENERGY BD, RAD MON-NRC, ASNT, DOT, TNRCC	PM	PM	PM		Vital Record. PAPER DESTROYED WHEN MICROFILMED. MICROFILM KEPT PERMANENTLY. RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.	
5.1.001	3308	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ/TNRCC) & TDH/DSHS LOW LEVEL WASTE CONTRACT	PM		PM		Vital Record. PAPER DESTROYED WHEN MICROFILMED. MICROFILM KEPT PERMANENTLY. RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.	
5.2.005	5479	CALIBRATION (EQUIPMENT & INSTRUMENTS) FOR RADIATION DETECTION	PM (copy)	PM (M)	PM		PAPER DESTROYED WHEN MICROFILMED (CE+3). MICROFILM KEPT PERMANENTLY. RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.-- INCLUDES EQUIPMENT, SERVICE HISTORY, MAINTENANCE	

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