

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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602 - REGULATORY LICENSING UNIT

47		REGISTERED FIRMS (BEDDING MFG., HAZARDOUS SUBSTANCES, & AVC)	AC+2		AC+2		Vital Record. REQUIRED UNDER V.C.S. 4476-A	
91		MIGRANT HOUSING APPLICATION LOG	FE+2		FE+2		Vital Record. RECORD LAST KEPT FOR FY02. Function transferred to Dept. of Agriculture 9/1/05; destroy records and remove from schedule 9/1/08)	
99		MIGRANT LABOR HOUSING PENDING FILE	AC+3		AC+3		Vital Record. AC=APPROVAL OF HOUSING. Function transferred to Dept. of Agriculture 9/1/05; destroy records and remove from schedule 9/1/08)	
105		MIGRANT HOUSING BULK REGISTER	FE+2		FE+2		Vital Record. Function transferred to Dept. of Agriculture 9/1/05; destroy records and remove from schedule 9/1/08)	
106		MIGRANT HOUSING LICENSES (VOIDED)	FE+2		FE+2		Vital Record. Function transferred to Dept. of Agriculture 9/1/05; destroy records and remove from schedule 9/1/08)	
107		YOUTH CAMP LICENSE ISSUANCE LIST	FE+2		FE+2		Vital Record.	
108		YOUTH CAMP BULK REGISTER	FE+2		FE+2		Vital Record. RECORD LAST KEPT FOR FY02	
109		YOUTH CAMP LICENSES (VOIDED)	FE+2		FE+2		Vital Record. AC=EXPIRATION OF LICENSE.	
191		ENVIRONMENTAL AND SANITATION LICENSING DOCUMENTATION (ASBESTOS, LEAD, MOLD, PESTICIDES, AND YOUTH CAMPS)	AC+3 MO	2Y9MO	AC+3		Vital Record. AC=LICENSE ISSUED/COMPLETE	05-537-216 (asbestos licensing); 05-537-254 (training provider files); 05-537-348 (lead certification)
886		PAR-SCORES, PAR-TEST FILES	US		US			
1331		ABORTION GENERAL LICENSING INFORMATION	AC+3		AC+3		AC=CLOSING OF THE FACILITY	
1332		ABORTION LICENSING DEFICIENCIES	3		3			

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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AV - As Long As Administratively Valuable

CE - Calendar Year End
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602 - REGULATORY LICENSING UNIT

1558		EXAMINATION BOOKLETS		US+6 MO		US+6 MO		
1559		STUDENT REPLACEMENT CERTIFICATE FORM		AV		AV		
1819		MIGRANT LABOR HOUSING APPLICATION/RENEWAL PKG	AC+2			AC+2	Vital Record. Function transferred to Dept. of Agriculture 9/1/05; destroy records and remove from schedule 9/1/08)	
1832		YOUTH CAMPS APPLICATION/RENEWAL PACKAGE	AC+2			AC+2	Vital Record.	
3151		HAZARD COMMUNICATION BRANCH ENFORCEMENT CASES	3			3	Vital Record.	
3184		HAZARD COMMUNICATION CHEMICAL INVENTORY REPORTS	3	27	30		Vital Record. FEDERAL REQUIREMENT	05-537-096
3671		HOSPITAL LICENSING PATIENT TRANSFER AGREEMENT (NOT SUBMITTED WITH APPLICATION)	AV			AV		
3678		GENERAL LICENSING INFORMATION	AC+3			AC+3	AC=COMPLETED REVIEW OF APPLICATION	
3680		APPROVED HOSPITAL LICENSING WAIVERS	PM			PM		
3687		VOIDED LICENSES	AC			AC	AC=DATE OF VOIDING	
3698		ABORTION FACILITY FILES - CLOSED	3			3	AC=FACILITY IS CLOSED; SEE ALSO #1340 & #1341 (601-Enforcement)	
3909		FOOD PROTECTION MANAGEMENT CARDS - RETURNED	3			3		
3917		INSTRUCTOR FILES	1			1		
3918		LOG OF FPM INSTRUCTOR CERTIFICATES	3			3		
3945		SPONSOR FILES	3			3		

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Series Item # 5. Agency Item #

6. Records Series Title

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Agency Storage Total 8. Archival 9. Remarks

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602 - REGULATORY LICENSING UNIT								
3970		EXAM SCORES-STATE ACCREDITATION (LEAD, MOLD, ASBESTOS)	AC+1	3	AC+4		AC=DATE TEST REPORTED TO EXAM TAKER	05-537-361 (Lead Exam)
4269		TEST ANALYSIS	3		3			
4962		LICENSURE APPLICATIONS (INCLUDES FREE SALE/ORIGIN APPLICATIONS)	FE+2		FE+2		Vital Record. PAPER COPY DESTROYED AFTER AC, AC=SCANNED. MICROFICHE/ELECTRONIC MEDIUMS KEPT FOR BALANCE OF RETENTION PERIOD	
4984		LICENSURE ACCOUNT FILES (FOOD & DRUG)	FE+6		FE+6		Vital Record.	
4996		LICENSURE PRINT OUT AND VOID LOGS	FE+2		FE+2		Vital Record.	
5005		OOB NOTIFICATIONS FROM PUBLIC (FOOD & DRUG)	FE+2		FE+2		Vital Record.	
5015		REFUNDS PROCESSED/DENIED	AC+FE+2		AC+FE+2		Vital Record. AC=PAPER SCANNED, THEN DESTROYED. MICROFICHE/ELECTRONIC MEDIA KEPT FOR BALANCE OF RETENTION PERIOD	
5065		LICENSE RENEWAL LIST (FOOD & DRUG)	AC+FE+2		AC+FE+2		Vital Record. AC=PAPER SCANNED, THEN DESTROYED. MICROFICHE/ELECTRONIC MEDIA KEPT FOR BALANCE OF RETENTION PERIOD	
5117		ABORTION ORIGINAL OR FIRST APPLICATION	3		3			
6703		SURVEY DOCUMENTS FOR STATE LICENSING	3		3			
6789		CLOSED FACILITY FILES (STATE)	AC+3		AC+3		AC=CLOSURE OF THE FACILITY	
1.1		6788 SUBPOENAED RECORDS	AC		AC		AC=SETTLEMENT OR DISMISSAL OF LITIGATION	
1.1.043		5463 TRAINING MANUALS (FOR THE HANDLING OF LEAD, MOLD, ASBESTOS)	AC+3MO	3Y9MO	AC+4			05-537-187 (asbestos manuals)

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2.1	777	MASTER FILES IN FOXPRO	AV		AV		(ENVIRONMENTAL REVIEW AT NEXT RE-CERTIFICATION, POSSIBILITY OF DELETING 4-1-07)	
3.1	6719	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.	
3.3	845	ROSTER AND TRAINING DOCUMENTATION (LEAD, MOLD, ASBESTOS)	AC+1		AC+1		INCLUDES PHOTOGRAPHS, AC= RECEIVED DATE	
4.2.002	6630	DAILY REMITTANCE - FEES - LICENSURE/CERTIFICATION/TRAINING	FE+3		FE+3			
5.2	3630	FACILITY ARCHITECTURE/CONSTRUCTION DOCUMENTS	AC		AC		AC=REVIEW COMPLETED	05-537-232

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