

**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

Series Item # 5. Agency Item #

6. Records Series Title

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

10. 106 No.

120 - ENTERPRISE PROCUREMENT AND CONTRACTING, HHS									
Series Item #	Agency Item #	Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	
5.1	1529	PROCUREMENT RECORDS (SUCCESSFUL OFFER; UNSUCCESSFUL OFFER; CANCELLED PROCUREMENT)	AC+1	3	AC+4		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	06-537-532	
5.1.001	3735	CONTRACTS	AC+1	3	AC+4		Vital Record. AC= EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		
5.3	563	PROCARD PURCHASES SUPPORTING DOCUMENTATION	FE+1	3	FE+4			06-537-533	
5.3.008	5875	PURCHASING LOG	FE+3		FE+3				

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US - Until Superseded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)