

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			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

823 - ECSS - DRUGS AND MEDICAL DEVICES

123		INSPECTION REPORTS AND RELATED CORRESPONDENCE WITH INTERNAL DSHS ENFORCEMENT	AC+3		AC+3		AC=DATE ON AGREED/DEFAULT/OR SOAH ORDER. INCLUDES WARNING LETTERS & RESPONSES, NOV, ANY CASE THROUGH ENFORCEMENT.
5600		OUT OF BUSINESS (OOB) INSPECTION REPORTS	AC+3		AC+3		AC=DATE WAS CLOSED/OUT OF BUSINESS
5601		INSPECTION REPORTS & RELATED CORRESPONDENCE, NO ACTION OR COMPLAINT RECORDS	AC+3		AC+3		AC=DATE OF INSPECTION. 0060, 0061.
5607		COMPLAINT RECORDS & RELATED CORRESPONDENCE	AC+3		AC+3		AC=FINAL DISPOSITION OF COMPLAINT.
5609		INSPECTION REPORTS AND RELATED CORRESPONDENCE ATTORNEY GENERALS	AC+5		AC+5		AC=DATE OF COURT ORDER OR DATE AG DISMISSES CASE. (AG REFERRALS) WARNING LETTERS AND RESPONSES.
5612		VERSA REGULATION REPORTS	AV		AV		AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW
5614		RELATED SAMPLES	AC		AC		AC=RETAINED IN ORIGINAL MEDIUM FOR 2 YEARS UNLESS NEEDED FOR INVESTIGATIONS, LITIGATION

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
US -Until Superseded

PM - Permanent

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
DA -Days

ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

VITAL Record (Include in Field 9)