

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			

601 - REGULATORY SERVICES - ENFORCEMENT UNIT

192		ASBESTOS ENFORCEMENT CASES - WARNINGS & WITHDRAWALS	AC+1	4	AC+5		Vital Record. DATABASE UPDATED DAILY; AC=DATE WARNING ISSUED	05-537-217
1336		ENFORCEMENT ACTION LOGS	AC+5		AC+5		AC=ENFORCEMENT ACTION COMPLETED	
1337		ENFORCEMENT - ACTIVE/PENDING FILES	AC+5		AC+5		AC=ENFORCEMENT ACTION COMPLETED	
1338		ENFORCEMENT FILES FOR LICENSED FACILITIES - CLOSED	3		3			
1339		ENFORCEMENT FILES FOR UNLICENSED FACILITIES	3		3			
1340		ABORTION ENFORCEMENT FILES FOR LICENSED FACILITIES - CLOSED	3		3			
1341		ABORTION ENFORCEMENT FILES FOR UNLICENSED FACILITIES	3		3			
4899		ASBESTOS ENFORCEMENT CASES - AGREED ORDERS	AC+1	4	AC+5		Vital Record. AC=DATE OF AGREED ORDER. DATABASE UPDATED DAILY	05-537-293
4900		ASBESTOS ENFORCEMENT CASES-LANDMARK CASES	PM		PM		Vital Record. DATABASE UPDATED DAILY	
5755		LEAD ENFORCEMENT CASES	AC+1	4	AC+5		AC=DATE OF AGREED ORDER.	05-537-360
6158		ENVIRONMENTAL ENFORCEMENT CASES	AC+1	4	AC+5		AC=COMPLIANCE WITH TERMS OF ENFORCEMENT. INCLUDES YOUTH CAMPS, AVC, BD, HAZPRO, MOLD, TANNING, TATTOO, BODY PIERCING, & PEST APPL. CASES. (CIVIL PRACTICES §16.0045)	06-537-534
6159		TEXAS HAZARDOUS COMMUNICATION ACT ENFORCEMENT CASES	AC	5	AC+5		AC=COMPLIANCE WITH TERMS OF ENFORCEMENT. INCLUDES HAZCOM AND TIER II ENFORCEMENT CASES. (CIVIL PRACTICES §16.0045)	

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US -Until Superseded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)

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	6160	GENERAL SANITATION ENFORCEMENT CASES	AC+1	4	AC+5		AC=COMPLIANCE WITH TERMS OF ENFORCEMENT. INCLUDES POOLS, HOTELS/MOTELS, NUISANCE ABATEMENTS, FIELD SANITATION, MASS GATHERINGS. (CIVIL PRACTICES §16.0045)	
	6161	INMATE COMPLAINT LETTERS	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT. IF A FINDING IS MADE, THEN THE COMPLAINT BECOMES PART OF AN ENFORCEMENT FILE.	
1.1	1334	ENFORCEMENT ACTION POLICY	AV		AV			
1.1.008	3140	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	
4.2.002	4657	DAILY REMITTANCES (ADMIN PENALTIES/FEES)	FE+3		FE+3			

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