

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION
 RECERTIFICATION
 REPLACEMENT PAGE
 ADDENDUM PAGE
 10. 106 No.

4. Records		7. RETENTION PERIOD			8. Archival	9. Remarks	10. 106 No.
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage			
819 - ENVIRONMENTAL HEALTH GROUP AND ENVIRONMENTAL BRANCH							
	111	INSPECTION REPORTS	FE+2		FE+2		INCLUDES ALL KINDS OF INSPECTION REPORTS, EDAP SURVEYS
	856	NOTIFICATION FORMS	AC	2	AC+2		AC=DATE OF NOTIFICATION (INCLUDES DEMOLITION/RENOVATION FORMS). AFTER 11/1/2011 INCLUDES NOTIFICATIONS FOR MOLD, LEAD AND ASBESTOS 05-537-218
	3146	FIELD SURVEY REPORTS (INDOOR AIR POLLUTION)	FE+2		FE+2		
	3985	LEAD NOTIFICATION FILES	AC	2	AC+2		AC=PROJECT END DATE. AFTER 11/1/2011, SEE #856 FOR ALL NOTIFICATIONS. 05-537-347
	4242	ASBESTOS HAZARD EMERGENCY RESPONSE ACT - SCHOOL MANAGEMENT PLANS	1	30	31	A	Vital Record. 05-537-001
1.1	883	NOTIFICATION DEFICIENCY LETTERS	1	3	4		AFTER 11/1/2011, SEE #856 FOR ALL NOTIFICATIONS. 05-537-219
4.7.008	888	FEDERAL GRANT RECORDS (ASBESTOS LOCAL PROGRAM QUARTERLY REPORTS & RELATED DOCUMENTATION-INCLUDES EL PASO & FORMERLY DALLAS & HOUSTON, LEAD, RADON, NESHAP, AHERA)	AC+4		AC+4		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS.
5.2	3135	CALIBRATION OF EQUIPMENT	3		3		

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled
 AV - As Long As Administratively Valuable
 US -Until Superseded
 CE - Calendar Year End
 FE - Fiscal Year End
 LA - Life of Asset
 PM - Permanent

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)