### Records Retention Schedule

**State of Texas**  
Records Retention Schedule

**Recertified: 5/23/2012**  
**Updated (with or without amendment): 10/3/2017**  
**Amendment Approved: 2/19/2014**

Automated Facsimile of SLR-105

**2. Agency Code:** 537  
**3. Agency:** Texas Department of State Health Services

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<tbody>
<tr>
<td>819</td>
<td>-</td>
<td>ENVIRONMENTAL GROUP (INCLUDES ENVIRONMENTAL HAZARDS GROUP AND ENVIRONMENTAL BRANCH)</td>
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<td>111</td>
<td>INSPECTION REPORTS</td>
<td>FE+2</td>
<td>FE+2</td>
<td>INCLUDES ALL KINDS OF INSPECTION REPORTS, ECONOMICALLY DISTRESSED AREA PROGRAM (EDAP) SURVEYS. INCLUDES HAZARDOUS PRODUCTS (HAZPRO), BEDDING, ABUSABLE VOLATILE CHEMICALS (AVC), ASBESTOS, LEAD, MOLD, AIR QUALITY, ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA), HAZARD COMMUNICATION FOR PUBLIC EMPLOYERS (HAZCOM).</td>
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<td>856</td>
<td>NOTIFICATION FORMS</td>
<td>AC</td>
<td>2</td>
<td>AC+2</td>
<td>AC=DATE OF NOTIFICATION (INCLUDES DEMOLITION/RENOVATION FORMS). AFTER 11/1/2011 INCLUDES NOTIFICATIONS FOR MOLD, LEAD AND ASBESTOS.</td>
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<td>3146</td>
<td>FIELD SURVEY REPORTS (INDOOR AIR POLLUTION)</td>
<td>FE+2</td>
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<tr>
<td>4242</td>
<td>ASBESTOS HAZARD EMERGENCY RESPONSE ACT - SCHOOL MANAGEMENT PLANS</td>
<td>1</td>
<td>30</td>
<td>31</td>
<td>A</td>
<td>Vital Record.</td>
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<td>05-537-001</td>
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<td>4.7.008</td>
<td>888</td>
<td>FEDERAL GRANT RECORDS (ASBESTOS LOCAL PROGRAM QUARTERLY REPORTS &amp; RELATED DOCUMENTATION INCLUDES EL PASO &amp; FORMERLY DALLAS &amp; HOUSTON, LEAD, RADON, NESHP, AHERA</td>
<td>AC+3</td>
<td>AC+3</td>
<td>Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS.</td>
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<td>5.2</td>
<td>3135</td>
<td>CALIBRATION OF EQUIPMENT</td>
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**RETENTION CODES (Field 7)**  
- AC - After Closed, Terminated, Completed, Expired, Settled  
- AV - As Long As Administratively Valuable  
- CE - Calendar Year End  
- CE - Calendar Quarter End  
- DA - Days  
- LA - Life of Asset  
- MO - Months  
- PM - Permanent  
- PS - Present  
- US - Until Superseded  

**ARCHIVAL CODES (Field 8)**  
- A - Transfer to State Archivist  
- E - Exempt from sending  
- R - Review by State Archivist

**VITAL Record (Include in Field 9)**  
- AC - After Closed, Terminated, Completed, Expired, Settled  
- AV - As Long As Administratively Valuable  
- CE - Calendar Year End  
- CE - Calendar Quarter End  
- DA - Days  
- LA - Life of Asset  
- MO - Months  
- PM - Permanent  
- PS - Present  
- US - Until Superseded  

**Page 1**