<table>
<thead>
<tr>
<th>Records Series Title</th>
<th>Retention Code</th>
<th>Archival Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLIC SANITATION AND RETAIL FOOD SAFETY GROUP</td>
<td>53</td>
<td>AC+3</td>
<td>AC=DATE COMPLAINT CLOSED</td>
</tr>
<tr>
<td>ECONOMICALLY DISTRESSED AREAS PROGRAM (EDAP) - APPROVED PLANS</td>
<td>1014</td>
<td>AC+2</td>
<td>AC=PLAN APPROVED. INCLUDES SURVEYS, LAB RESULTS, CORRESPONDENCE, OTHER NECESSARY DOCUMENTS ASSOCIATED WITH THE SURVEYS. AFTER RETENTION IS MET, RECORDS ARE TRANSFERRED TO THE TEXAS WATER DEVELOPMENT BOARD.</td>
</tr>
<tr>
<td>ECONOMICALLY DISTRESSED AREAS PROGRAM (EDAP) - UNAPPROVED PLANS</td>
<td>1044</td>
<td>AC+10</td>
<td>AC=DATE OF SURVEY. INCLUDES SURVEYS, LAB RESULTS, CORRESPONDENCE, OTHER NECESSARY DOCUMENTS ASSOCIATED WITH THE SURVEYS. AFTER RETENTION IS MET, RECORDS ARE TRANSFERRED TO THE TEXAS WATER DEVELOPMENT BOARD.</td>
</tr>
<tr>
<td>INSPECTION REPORTS - ACTIVE ESTABLISHMENTS WITHOUT ENFORCEMENT ACTIONS AND RELATED CORRESPONDENCE*</td>
<td>1168</td>
<td>US+5</td>
<td>*ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES. COMPLIANCE WITH STANDARDS REQUIRES ADDITIONAL RETENTION PERIOD.</td>
</tr>
<tr>
<td>INSPECTION REPORTS - OUT-OF-BUSINESS ESTABLISHMENTS WITHOUT ENFORCEMENT ACTIONS*</td>
<td>1171</td>
<td>AC+3</td>
<td>AC=DATE WAS CLOSED/OUT OF BUSINESS. *ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES.</td>
</tr>
<tr>
<td>INSPECTION REPORTS AND RELATED CORRESPONDENCE WITH INTERNAL DSHS ENFORCEMENT</td>
<td>3164</td>
<td>AC+3</td>
<td>AC=DATE ON AGREED/DEFAULT/OR SOAH ORDER. ENFORCEMENT ACTION DOES INCLUDE WARNING LETTERS AND RESPONSES OR VOLUNTARY CLOSURES. INSPECTION REPORTS WITH CODE 062, 063, 050. WARNING LETTERS &amp; RESPONSES, NOVS, ANY CASE THROUGH ENFORCEMENT.</td>
</tr>
<tr>
<td>JURISDICTIONAL DATABASE</td>
<td>3901</td>
<td>US</td>
<td>US</td>
</tr>
</tbody>
</table>

**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- US - Until Superseded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
- NA - Not Applicable
- MO - Months
- PM - Permanent
- LA - Life of Asset
- DA - Days

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

**VITAL Record (Include in Field 9)**
# 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  

**Agency:** Public Sanitation and Retail Food Safety Group  
**Series Item #** 4268  
**Title:** Inspection reports - Active/OOB related correspondence attorney generals  
**Retention Period:** AC+5  
**Archival:** AC+5  
**Remarks:** AC=Date of court order or date AG dismisses case. Includes (AG referrals) warning letters and responses.

**Series Item #** 5237  
**Title:** General sanitation inspection reports  
**Retention Period:** FE+2  
**Archival:** FE+2  
**Remarks:** Includes all general sanitation inspection reports, non-profits, temporary events.

**Series Item #** 4081  
**Title:** Reports & audits - Local Health Depts.  
**Retention Period:** AC+3  
**Archival:** AC+3  
**Remarks:** AC=After completion of report/audit. Reports that document the local health depts funding of the permitting and inspection program.

**Series Item #** 4274  
**Title:** Inspector/FDA# listings  
**Retention Period:** US  
**Archival:** US  
**Remarks:**

**RECEIVED 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):**  
R - Review by State Archivist  
E - Exempt from sending

**VITAL Record (Include in Field 9):**