

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			

822 - FOODS

155		OUT OF BUSINESS (OOB) INSPECTION REPORTS	AC+3		AC+3		AC=DATE WAS CLOSED/OUT OF BUSINESS	
176		INSPECTION REPORTS AND RELATED CORRESPONDENCE (NO ACTION AND VOLUNTARY REPORTS)	AC+3		AC+3		AC=DATE OF INSPECTION. 0060, 0061, FEDERAL REPORTS.	
188		COMPLAINT RECORDS AND RELATED CORRESPONDENCE	AC+3		AC+3		AC=FINAL DISPOSITION OF COMPLAINT	
195		INSPECTION REPORTS AND RELATED CORRESPONDENCE ATTORNEY GENERALS	AC+5		AC+5		AC=DATE OF COURT ORDER OR DATE AG DISMISSES CASE. INCLUDES (AG REFERRALS) WARNING LETTERS AND RESPONSES.	
202		SAMPLES	AC		AC		AC=RETAINED IN ORIGINAL MEDIUM FOR 2 YEARS UNLESS NEEDED FOR INVESTIGATIONS, LITIGATION. NON-PERISHABLE.	
276		INSPECTION REPORTS AND RELATED CORRESPONDENCE WITH INTERNAL DSHS ENFORCEMENT	AC+3		AC+3		AC=DATE ON AGREED/DEFAULT/OR SOAH ORDER. INCLUDES WARNING LETTERS AND RESPONSES, NOVS, ANY CASE THROUGH ENFORCEMENT.	
4765		BOTTLED WATER/VENDOR TESTS	3		3			

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US -Until Superseded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)