

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			
		050 - HEALTH SERVICE REGION - EMS						
	5243	PROVIDER LICENSURE DOCUMENTATION	AC+2		AC+2		Vital Record. AC=EXPIRATION OF LICENSE	
	5244	PROVIDER ADMINISTRATIVE FILES	7		7			
1.1.002	5241	EMS PROGRAM REVIEWS/AUDITS	AC+7		AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.	
1.1.006	5246	COMPLAINT FILES	AC+2		AC+2		AC=FINAL DISPOSITION OF THE COMPLAINT	
1.1.007	5242	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	4		4	R	Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
3.1	5245	PERSONNEL CERTIFICATION	5		5			

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 US -Until Superseded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)