## State of Texas
### Records Retention Schedule

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

**Agency:** Texas Department of State Health Services

<table>
<thead>
<tr>
<th>Records Series Item #</th>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5243 PROVIDER LICENSURE DOCUMENTATION</td>
<td>AC+2</td>
<td>AC+2</td>
<td>Vital Record. AC=EXPIRATION OF LICENSE</td>
</tr>
<tr>
<td>5244 PROVIDER ADMINISTRATIVE FILES</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>5241 EMS PROGRAM REVIEWS/AUDITS</td>
<td>AC+7</td>
<td>AC+7</td>
<td>AC=PUBLICICATION 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.</td>
</tr>
<tr>
<td>5246 COMPLAINT FILES</td>
<td>AC+2</td>
<td>AC+2</td>
<td>AC=FINAL DISPOSITION OF THE COMPLAINT</td>
</tr>
<tr>
<td>5242 CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS &amp; THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)</td>
<td>4</td>
<td>4</td>
<td>R Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT BRANCH HEADS REQUIRE ARCHIVAL REVIEW.</td>
</tr>
<tr>
<td>5245 PERSONNEL CERTIFICATION</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

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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
- **CM** - Contractual Period
- **DA** - Days
- **DE** - End of Duration
- **FE** - Fiscal Year End
- **LA** - Life of Asset
- **MO** - Months
- **PM** - Permanent
- **US** - Until Superseded
- **VITAL** - Vital Record

**ARCHIVAL CODES (Field 8)**

- **A** - Transfer to State Archivist
- **R** - Review by State Archivist
- **E** - Exempt from sending

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