### Records Retention Schedule

**State of Texas**

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

**Retention Codes:**
- **AC:** After Closed, Terminated, Completed, Expired, Settled
- **AV:** As Long As Administratively Valuable
- **US:** Until Superseded
- **CE:** Calendar Year End
- **FE:** Fiscal Year End
- **PM:** Permanent
- **LA:** Life of Asset
- **MO:** Months
- **DA:** Days
- **R:** Review by State Archivist
- **A:** Transfer to State Archivist
- **E:** Exempt from sending

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<table>
<thead>
<tr>
<th>Series Item #</th>
<th>Agency Item #</th>
<th>Records Series Title</th>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
<th>Archival</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>020 - HEALTH SERVICE REGION - NUTRITION</td>
<td></td>
<td>5011 PATIENT RECORDS - NUTRITION ASSESSMENT REPORT</td>
<td>AC</td>
<td>AC</td>
<td>Vital Record. AC=7 YEARS PAST LAST SERVICE DATE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER IS LATER</td>
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<td>1.1</td>
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<td>5012 QUARTERLY PROGRESS REPORTS</td>
<td>FE+4</td>
<td>FE+4</td>
<td>Vital Record</td>
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<td>4.1.002</td>
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<td>5169 BILLING DETAIL - MEDICAID</td>
<td>5</td>
<td>5</td>
<td>Vital Record. RETENTION BASED ON FEDERAL GUIDELINES</td>
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</tbody>
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**Archival Codes:**
- **R:** Review by State Archivist
- **A:** Transfer to State Archivist
- **VITAL:** Record (Include in Field 9)