<table>
<thead>
<tr>
<th>Records Series Item #</th>
<th>Agency</th>
<th>Storage</th>
<th>Total</th>
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<td>1.1.008 1445</td>
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<td>GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)</td>
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<td>INCLUDES SOME E-MAIL.</td>
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<tr>
<td>1.1.065 1447</td>
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<tr>
<td>REPORTS &amp; STUDIES - RAW DATA</td>
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</tbody>
</table>

**State of Texas**

**Records Retention Schedule**

**Agency Code: 537**

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

**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- **US** - Until Superseded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
- **PM** - Permanent
- **LA** - Life of Asset
- **MO** - Months
- **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):**