

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

ORIGINAL SUBMISSION

RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

10. 106 No.

4. Records		7. RETENTION PERIOD			8. Archival	9. Remarks
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage		
712 - MEAT SAFETY						
161		MEAT INSPECTION PLANTS FILE (database or spreadsheet)	US		US	
163		TALMADGE-AIKEN EMPLOYEE CREDENTIAL DOCUMENTATION	US		US	
165		MEAT INSPECTION COMPLAINT/VIOLATION FILE AND LOG	AC+3		AC+3	AC=COMPLAINT SETTLED. INCLUDES MSA-17-2 AND MSA-17-2C
167		MEAT INSPECTION PLANT FILES	AC+3		AC+3	AC=DATE OF COMPLETION OF THE INSPECTION OF PLANT
168		BLUEPRINTS - RENDERING PLANTS	AC+3		AC+3	AC=CLOSING OF PLANTS
170		COMPLIANCE FILES	AC+3		AC+3	AC=COMPLAINT SETTLED. INCLUDES MSA-62 & MSA-63.
171		MEAT LABEL FILES	AC		AC	FILE CONTAINS "TRADE SECRETS" (MEAT PRODUCT RECIPES) AC=DISCONTINUING THE USE OF THE LABEL. INCLUDES Z-1.
172		VIOLATIONS FILES	AC+10		AC+10	AC=COMPLAINT SETTLED
174		VOIDED LICENSES AND PERMITS (RENDERING)	FE+3		FE+3	
1449		SANITATION REPORTS	AC+6MO	2Y6MO	AC+3	AC=DATE OF INSPECTION. INCLUDES MSA-33; MSA-50; MSA-64; MSA-64-1; MSA-74.
1454		PLANT FILES	AC+3		AC+3	AC=CLOSING OF PLANT. INCLUDES MSA-54 & MSA-59i (GRANT ISSUED); MSA-55; MSA-56 & MSA-56a; MSA-57; MSA-59 (1-4); MSA-65; MSA-68; MSA-69; MSA-70; MSA-71.
1552		PERFORMANCE BASED INSPECTION	AC+3 MO		AC+3 MO	AC=DATA ENTRY COMPLETED
1554		PERFORMANCE BASED INSPECTION SYSTEM ESTABLISHMENT SUMMARY CONDITION	CE		CE	

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 US -Until Superseded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)

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

\_\_\_ ORIGINAL SUBMISSION  
 \_X\_ RECERTIFICATION  
 \_\_\_ REPLACEMENT PAGE  
 \_\_\_ ADDENDUM PAGE  
 10. 106 No.

4. Records		7. RETENTION PERIOD			8. Archival	9. Remarks
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage		
		712 - MEAT SAFETY				
	5627	REVIEW AND COMPLIANCE RECORD	3		3	MSA-511-ONLY A/D REVIEWS) PAPER COPY DESTROYED AFTER SCANNED. ELECTRONIC COPY KEPT REMAINING OF THE RETENTION PERIOD.
1.1.008	1450	GENERAL FILES (GENERAL CORRESPONDENCE) (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2	INCLUDES SOME E-MAIL. INCLUDES LETTER & MSA-54 & MSA-59i (NO GRANT ISSUED).
1.1.057	7218	TRANSITORY INFORMATION	AC		AC	AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION. INCLUDES MSA-29 (3 MONTHS); MSA-50-1; EXPIRED MSA-72; MSA-76; MSA-100.
1.1.065	3998	RAW DATA FOR REPORTS, STUDIES, AND SURVEYS - NON-FISCAL REPORTS	AV		AV	INCLUDES RAW DATA FOR INSPECTION REPORTS/SAMPLE RECORDS. INCLUDES MSA-30 (1 YEAR); MSA-49 (FE+2); MSA-53 (FE+2); MSA-67 (US)
1.1.067	158	REPORTS - MSA - ADMINISTRATIVE, CONSOLIDATION REPORT OF SLAUGHTER & PROCESSING STATISTICS	3		3	R IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.
1.1.069	3999	ACTIVITY OR WORKLOAD MONITORING	1		1	INCLUDES MSA-7; MSA-72
3.1	7217	EMPLOYEE PERSONNEL FILE	AC+5		AC+5	CONVENIENCE COPY. AC=TERMINATION OF EMPLOYEE. RECORD COPY ALL FORMS AND DOCUMENTATION MUST BE SENT TO HHS-HR FOR IMAGING. EMPLOYEE ID MUST BE ON EVERY PAGE SENT TO HHS-HR. INCLUDES MSA-3
4.4.002	160	ACCOUNTS RECEIVABLE - OVERTIME	FE+3		FE+3	INCLUDES MSA-88.
4.5.002	159	DATABASE OF RENDERING LICENSES & PERMITS ISSUED	FE+3		FE+3	ISSUANCE OF LICENSE, PERMITS, & FEES COLLECTED FOR LICENSES AND PERMITS.

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  
 LA - Life of Asset  
 PM - Permanent

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)

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

7. RETENTION PERIOD

Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
---------------	------------------	-------------------------	--------	---------	-------	-------------	------------	-------------

712 - MEAT SAFETY

4.7.008	4001	FEDERAL GRANT RECORDS (REPORTS & RELATED DOCUMENTATION)	AC+4		AC+4		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. INCLUDES MSA-2	
---------	------	---	------	--	------	--	---	--

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)