

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/4/2017**

___ ORIGINAL SUBMISSION
X RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

Automated Facsimile of SLR-105

2. Agency Code: 537 3. Agency: Texas Department of State Health Services

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

820 - SEAFOOD & AQUATIC LIFE

234		RAINFALL DATA SHEETS	5		5			
258		TEXAS NATURAL RESOURCES INFORMATION SYSTEM FILES	5		5			
266		RED TIDE DATA COLLECTION AND RESULTS	PM		PM			
1532		HISTORICAL SURVEYS-SHELLFISH CLASSIFICATION	PM		PM		PAPER & MAPS	
2019		SHELLFISH CLASSIFICATION MAPS	PM		PM			
2021		INTERSTATE CERTIFIED SHELLFISH SHIPPERS LIST	US		US			
2047		HISTORICAL CONTAMINANT DATA	30		30	R		
2049		LAVACA BAY 3 FILES	PM		PM			
2052		CLASSIFICATION MARKERS	PM		PM		PAPER & MAPS	
2096		MERCURY CONCENTRATIONS IN MARINE ORGANISMS FILES	AV		AV			
2132		AQUACULTURE-OYSTER MARICULTURE FILES	5		5		PAPER & MAPS	
2133		ATSDR LAVACA BAY HEALTH CONSULTATION	AV		AV			
2143		TWC FISH MONITORING DATA	10		10			
2174		NATURAL RESOURCE DAMAGE & CLAIMS-LAVACA BAY	AV		AV		PAPER, MAPS	

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 US -Until Superseded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)

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/4/2017**

___ ORIGINAL SUBMISSION
X RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

Automated Facsimile of SLR-105

2. Agency Code: 537 3. Agency: Texas Department of State Health Services

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

		820 - SEAFOOD & AQUATIC LIFE						
	2192	CRAB AND OYSTER PLANT FILES	3		3		PAPER, MAPS	
	2740	CLEAN WATER ACT COMPLIANCE RECORDS	7		7			
	2855	GALVESTON BAY NATIONAL ESTUARY FILES	AC +3		AC+3		AC=END OF PROJECT	
	2900	MATRIX-GALVESTON BAY WATER TEMPERATURES	5		5			
	2935	WEATHER SAMPLE COLLECTION DATA & RESULTS	PM		PM		PAPER, MAPS	
1.1	228	MEDIA REPORTS & INFORMATION / PUBLIC RELATIONS RECORDS	AV		AV			
1.1	237	REGIONAL EVALUATION DOCUMENTS	5		5			
1.1	267	OYSTER MEAT SAMPLES DATA & RESULTS	PM		PM			
1.1	632	AQUATIC LIFE ORDERS FILES	PM		PM			
1.1	717	FISH ADVISORIES & BANS	US		US			
1.1	931	ADVISORY ORDERS	PM		PM			
1.1	1010	MARINE ORDER FILES	PM		PM			
1.1	1015	GALVESTON BAY OYSTER LEASE FILES / DEPURATION FILES	3		3			
1.1	2020	SITE PLANS FOR FIELD OFFICES & PERSONNEL	AV		AV	R	Vital Record.	

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)

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/4/2017**

___ ORIGINAL SUBMISSION
X RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

Automated Facsimile of SLR-105

2. Agency Code: 537 3. Agency: Texas Department of State Health Services

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

820 - SEAFOOD & AQUATIC LIFE

1.1	2100	SPECIAL STUDIES I FILES (RED TIDE REPORT, ARTIFICIAL REEF, '91 CHOLERA STUDY, & OTHER MERCURY STUDIES)	AV	AV	R	PAPER & MAPS	
1.1	2109	SPECIAL STUDIES I FILES & REPORTS (INCLUDES GALVESTON BAY CONTAMINATE STUDY, 1992; DIOXIN STUDY, APEX OIL SPILL, 1990 FILES)	PM	PM	R	PAPER & MAPS	
1.1	2117	SPECIAL STUDIES I FILES (INCLUDES RIO GRANDE VALLEY PESTICIDE STUDY, GALVESTON BAY BENZENE SPILL, LAVACA BAY 1 & 2, SELENIUM STUDIES)	PM	PM	R	PAPER & MAPS	
1.1	2122	SPECIAL STUDIES 2 FILES (INCLUDES CHRONOLOGY/COST OF SAMPLING, LAB RESULTS, NECHES RIVER INTERN CREOSOTE, BAILEY SUPERFUND SITE, SEVERAL OTHER STUDIES OF RIVERS)	PM	PM	R	PAPER & MAPS	
1.1	2127	SPECIAL STUDIES 3 FILES (INCLUDES BIG CYPRESS CREEK STUDY, CADDO LAKE, TOLEDO BEND STUDY, TOWN LAKE, SABINE LAKE, MT CREEK STUDIES)	PM	PM	R	PAPER & MAPS	
1.1	2138	REPORTS TO EPA-APEX OIL SPILL, 1992	PM	PM	R	PAPER & MAPS	
1.1	2168	SELENIUM RAW DATA	AV	AV			
1.1	2171	SAN ANTONIO RIVER - FISH DATA	AV	AV		PAPER, MAPS	
1.1	2175	NATIONAL FISH CONTAMINATION	AV	AV			
1.1	2183	ANNUAL FISH SAMPLING DATA & SUPPORTING DOCUMENTATION	AV	AV	R		

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	MO - Months
AV - As Long As Administratively Valuable	FE - Fiscal Year End	DA - Days
US - Until Superseded	PM - Permanent	LA - Life of Asset

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

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

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/4/2017**

___ ORIGINAL SUBMISSION
X RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

Automated Facsimile of SLR-105

2. Agency Code: 537 3. Agency: Texas Department of State Health Services

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

820 - SEAFOOD & AQUATIC LIFE

1.1	2186	ORIGINAL SANITARY SURVEYS (INCLUDES FISH TISSUE, LAB ANALYSIS REPORTS)	PM		PM			
1.1	2720	MONTHLY STATISTICAL REPORTS	3		3			
1.1	2769	COMPLAINT/INJURY	AV		AV			
1.1	2774	CORPUS CHRISTI NATIONAL ESTUARY PROGRAM FILES	AV		AV	R		
1.1	2792	DETENTION, DESTRUCTION, OR DISPOSITION RECORDS OF SHELLFISH FOOD PRODUCTS	AV		AV			
1.1	2908	TRINITY RIVER AUTHORITY	AV		AV			
1.1.007	543	CORRESPONDENCE - ADMINISTRATIVE (INCLUDES GULF OF MEXICO INITIATIVE, SABINE RIVER AUTHORITY MEMOS-LAKE FORK) (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.	
1.1.008	2773	CONTRACT LABS CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2		INCLUDES SOME E-MAIL.	

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	MO - Months
AV - As Long As Administratively Valuable	FE - Fiscal Year End	DA - Days
US - Until Superseded	PM - Permanent	LA - Life of Asset

ARCHIVAL CODES (Field 8)

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

VITAL Record (Include in Field 9)

State of Texas
Records Retention Schedule

Recertified: 5/23/2012 **Updated (with or without**
Amendment Approved: 2/19/2014 **amendment): 10/4/2017**

___ ORIGINAL SUBMISSION
X RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

Automated Facsimile of SLR-105

2. Agency Code: 537 3. Agency: Texas Department of State Health Services

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.
			Agency	Storage	Total			

820 - SEAFOOD & AQUATIC LIFE

1.1.038	2178	BIOACCUMULATION OF TCDD	AC	AC			AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.058	2035	SUB-COMMITTEE MEETING MINUTES (INCLUDES FISH SAMPLING)	PM	PM	A		AGENDA AND FORMAL MINUTES
1.1.061	5624	MEETINGS - NOTES (INCLUDING FISH SAMPLING NOTES)	AC+90 DA	AC+90 DA			AC=APPROVAL OF THE FORMAL MINUTES BY THE GOVERNING BODY. NOTES THAT ARE USED TO TYPE THE MINUTES
1.1.062	5630	MEETINGS - SUPPORTING DOCUMENTATION (INCLUDING FISH SAMPLING NOTES)	2	2	A		INCLUDES AGENDA ITEMS, DOCUMENTS SENT IN ADVANCE OF MEETING FOR BRIEFING PURPOSES, SOME OF WHICH MAY NOT BE SUBMITTED AT AN ACTUAL MEETING.
1.1.070	2030	OYSTER AND CRABMEAT RULES, POLICIES & PROCEDURES- FINAL	AC+3	AC+3	R		Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
5.1.001	232	PARTNERSHIP AGREEMENTS	AC+7	AC+7			Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
5.6.003	3595	MAINTENANCE/REPAIR LOGS - VEHICLES	LA+1	LA+1			
5.6.005	2185	VEHICLE USE REPORTS (MILEAGE REPORTS - SUBURBANS - INCLUDES MAINTENANCE / REPAIR LOGS)	FE+3	FE+3			INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	MO - Months
AV - As Long As Administratively Valuable	FE - Fiscal Year End	DA -Days
US -Until Superseded	PM - Permanent	LA - Life of Asset

ARCHIVAL CODES (Field 8)

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

VITAL Record (Include in Field 9)