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___ ORIGINAL SUBMISSION
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2. AGENCY CODE: 501 3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD Agency	Storage	Total	8. Sec	9. Arch	10. Med	11. Vital	12. Remarks
		822 - MANUFACTURED FOODS DIVISION								
	4765	BOTTLED WATER/VENDOR TESTS	3		3	O		P		
1.1	2755	EMPLOYEE INSPECTION NOTES	AC+3		AC+3	O		O		PAPER, ELECTRONIC; AC=DATE OF FINAL ENTRY INTO NOTEBOOK.
1.1.002	4460	AUDITS	AC+3		AC+3	O		O		PAPER & ELECTRONIC. AC=PUBLICATION 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.
1.1.006	4465	COMPLAINT FILE	AC+2		AC+2	O		O		PAPER, ELECTRONIC. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	4466	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X	
1.1.008	4467	CORRESPONDENCE - GENERAL	1		1	O		O		PAPER, ELECTRONIC
1.1.010	4495	DIRECTIVES	US+1		US+1	O		P		
1.1.011	4496	EXECUTIVE ORDERS	US+3		US+3	O	A	P	X	
1.1.013	4498	ITINERARY INFORMATION	CE+1		CE+1	O		P		
1.1.014	4499	LEGAL OPINIONS AND ADVICE	AV		AV	O	R	P		ADMINISTRATIVE PENALTIES
1.1.020	4503	OPEN RECORDS REQUESTS -APPROVED	AC+1		AC+1	O		O		PAPER, ELECTRONIC; AC=DATE REQUEST IS FULFILLED
1.1.021	4513	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		O		PAPER & ELECTRONIC; AC=DATE OF DENIAL OF REQUEST
1.1.023	4514	ORGANIZATION CHARTS	US		US	O	A	O		PAPER, ELECTRONIC
1.1.025	4516	POLICIES & PROCEDURES MANUALS	US+3		US+3	O	R	P	X	
1.1.025	4670	RULES & REGULATIONS	US+3		US+3	O	R	P	X	
1.1.027	4522	PROPOSED LEGISLATION	AV		AV	O		P		
1.1.038	4604	REPORTS, STUDIES & SURVEYS - FINAL	AV		AV	O	R	O		PAPER, ELECTRONIC

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MEDIUM CODES (Field 10)

P - Paper
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ARCHIVAL CODES (Field 9)

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1.1.040	4573	REPORTS & PAPERS - CONFERENCE	2		2	O	R	O		PAPER, ELECTRONIC
1.1.040	4673	SPEECHES	2		2	O	R	P		
1.1.043	4741	TRAINING MATERIALS	US+1		US+1	O		P		
1.1.048	4753	LITIGATION FILES	AC+1		AC+1	O	R	P		
1.1.057	4813	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	4501	MEETING MINUTES/NOTES - STAFF	1		1	O		P		
1.1.065	4603	REPORTS, STUDIES & SURVEYS - RAW DATA	AV		AV	O		O		INSPECTION REPORTS/SAMPLE RECORDS; PAPER& ELECTRONIC
1.1.067	4525	REPORTS - ADMINISTRATIVE	3		3	O	R	O		PAPER, ELECTRONIC
1.1.069	4572	REPORTS - EMPLOYEE	1		1	O		O		PAPER, ELECTRONIC
1.2.005	4807	RECORDS RETENTION SCHEDULE	US		US	O		P		
1.2.010	4812	RECORDS DISPOSITION LOGS	20		20	O		P		SEND TO RECORDS MANAGEMENT OFFICER WHEN COMPLETED
1.3.002	4523	PUBLICATION DEVELOPMENT FILES	AV		AV	O	R	P		
2.1	2994	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O		PAPER, ELECTRONIC
3.1.019	1973	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1974	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	4754	POSITION/JOB DESCRIPTION	US+4		US+4	O		P	X	
3.1.037	4760	EMPLOYEE RECOGNITION RECORDS	AC+5		AC+5	O		P		AC=TERMINATION OF EMPLOYMENT

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3.3.020	4759	WORK SCHEDULES/ASSIGNMENTS	1		1	O		O		PAPER, ELECTRONIC
3.3.023	4742	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3	O		P		
5.1.015	4474	CORRESPONDENCE LOGBOOKS	1		1	O		P		

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