

**RECORDS RETENTION AND DISPOSAL  
SCHEDULE**

**MARYLAND DEPARTMENT OF HEALTH**

HCF  
SECRETARIAT

OFFICE OF HEALTH SERVICES

OFFICE / ADMINISTRATION / BOARD

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
9.	This is an amendment to 2228 <u>Provider Enrollment and Compliance Unit</u> Provider Enrollment Records a. Enrollment Records b. Reenrollment Records c. Revalidation Records	Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.

APPROVED BY: (MDH Official)  
 DATE: 1/9/18  
 SIGNATURE: *Susan J. Tucker*  
 NAME/TITLE: Susan Tucker, Executive Director

AUTHORIZED BY: (MD STATE ARCHIVES)  
 DATE: 1-30-18  
 SIGNATURE: *Timothy D. Baker*  
 NAME/TITLE: Timothy D. Baker, STATE ARCHIVIST