

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2903
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Agency: Maryland Department of Health Division/Unit: Office of Boards and Commissions

Item No.	Description	Retention
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This schedule does not apply to the Board of Physicians, Board of Nurses, or Md Health Care Commission. This schedule was developed for use along with the General Schedule for Administrative Records by the DHMH Health Profession Boards and Commissions. Previously authorized schedules are in effect except the following which are superseded and may not be used:

197, 208, 246, 247, 341, 351, 448, 463, 464, 603, 609, 610, 620, 621, 622, 624, 645, 645A, 645A1, 645A2, 651, 661, 671, 672, 673, 674, 675, 656, 677, 678, 679, 680, 681, 683, 684, 687, 706, 711, 996, 1437, 1482, 1664, 1665, 1665A1, 1769, 1846 and 2293.

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name Dennis Schrader

Title COO

Schedule Authorized by State Archivist

Date

5-22-16

Signature



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Item No.	Description	Retention
1	<p>MINUTES OF MEETINGS May include agendas, transcriptions of minutes of meetings and hearings, electronic record media such as audio or video tape. May be microfilmed or scanned to CD or secure database.</p>	<p>RETAIN PERMANENTLY and transfer paper copies to State Archives every five (5) years, with the exception that if records are scanned, scan to Maryland State Archives standards then destroy paper originals. For audio/visual and electronic media, Retain for five (5) years, then transfer to Maryland State Archives. If records are scanned or digitized from analog media, scanning or digitization should be done to Maryland State Archives standards and the original paper or analog media should be destroyed.</p>
2	<p>LICENSURE FILE – (NOTE: Privacy & Security) Including databases of licensed professionals, applications, registration, resumes, examinations, photos, license renewals, inquiries, CEU's, correspondence, references, and other data. May be microfilmed or scanned to CD or secure database.</p>	<p>Screen material annually. Inactive records or data identified during screening will be removed or flagged as inactive, retained for 20 years, then be destroyed; during this 20 year period, it may be stored at the State Records Center. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.</p>

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Item No.	Description	Retention
3	<p>COMPLAINT AND DISCIPLINARY FILE (NOTE: Privacy & Security) Including complaints, documentation, legal and/or criminal charges, hearing cases, settlements, advisory opinions, Final Orders, suspensions, revocations, Statements of Fact, etc. Maintain an active and closed case file. (May be grouped with Licensure File Series).</p> <p>A. Inactive Records B. Final Orders, Statements of Fact, and Opinions of the Attorney General</p>	<p>Screen material annually. A. Retain inactive records for 20 years, then destroy with the following exception: If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained 20 years. B. Retain Permanently, transfer to the Maryland State Archives every five years, if records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained permanently.</p>
4	<p>LICENSEE REGISTERS Ledgers, dating back to 1979 when the Boards first started, listing members of the profession licensed in Maryland including their names, license numbers, diplomas, and other information.</p>	<p>Retain files for 25 years, then destroy, with the following exception, If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained for 25 years, then destroy.</p>

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Item No.	Description	Retention
5	<p>HISTORY FILE Including one copy of each publication issued by the unit, documentation (such as news clippings) on highly publicized cases or cases of significance, videotapes or CD's of broadcasts or events, annual reports, surveys, lists of current/past members of the Board/Commission. Information culled from other files during screening which has apparent historic value or significance that merits preservation</p>	<p>Retain for ten years, then transfer to the Maryland State Archives for permanent retention. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.</p>
6	<p>LEGISLATION FILE Information related to proposed or enacted legislation including supporting studies and research, statistical and financial analyses, impact statements, etc.</p>	<p>Retain for ten years, then screen annually and destroy when no longer needed for current business. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.</p>
7	<p>REGULATED BUSINESS FILE Includes applications, registration, licensing, inspections, renewals, and other monitoring data for businesses associated with the professions regulated by Boards or Commissions such as pharmacies, funeral homes, optometrists, hearing aid vendors, etc. Inactive Business License File including applications, renewals, etc.</p>	<p>Screen material annually, removing duplicate and outdated information and inserting new info when available. Inactive records identified during screening will be removed or flagged as inactive and separated into Items. Retain inactive files for 10 years, then destroy, with the following exception, If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained for 10 years, then destroy.</p>

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Item No.	Description	Retention
8	<p>GENERAL FILE</p> <p>A. Transitory Correspondence: Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p> <p>B. Administrative Correspondence Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work assigned, work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is essential to a core function of another series should follow the retention period for that series.</p> <p>C. Executive Correspondence Incoming and outgoing non-transitory, business-related correspondence of the agency director. These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency.</p> <p>D. Subject Reference File</p>	<p>Retain until administrative need ends then destroy.</p> <p>Retain for 5 years, then destroy. If records are scanned, scan to Maryland State Archives standards and then destroy paper originals; retain images for 5 years from date of original record and then destroy.</p> <p>Retain until end of Executive Director's term, then scan and destroy paper originals. Retain images for 5 years and then transfer to Maryland State Archives.</p> <p>Retain for three years, then screen annually and destroy when no longer needed for current business. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.</p>

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Item No.	Description	Retention
	<p>E. Database of information on profession and/or other businesses.</p> <p>F. Web page development files, including content pertaining to online transactions, research, brochures on the Board business, etc.</p>	<p>Retain for three years, then screen annually and delete data when no longer needed for current business.</p> <p>Retain for three years, then screen annually and destroy or delete data when no longer needed for current business. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.</p>