

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE  
CENTRAL SERVICES DIVISION

This schedule supersedes Schedule 2408 items 4 through 9, items 8 through 13 of Schedule 2335 and item 1 of Schedule 2111.

Item No.	Series Title and Description of Records	Authorized Retention Period
1	<p><b>Central Services Division</b></p> <p><b>Warehouse Management</b></p> <p>A. Receiving documents B. Warehouse credits C. FMIS pick ticket receipts for ordered items D. Warehouse inventory records, value reports</p>	<p>1. Retain for <b>four (4) years</b> on-site, then retain for <b>two (2) years</b> at the State Records Center, then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b>, then destroy paper originals. Retain scans for <b>six (6) years</b>, and then destroy.</p>
2	<p><b>Inventory Management</b></p> <p>A. Inventory Transaction Reports-adds, deletes, transfers B. Excess Property Disposal Orders</p> <p>C. Reports of Stolen or Missing Property D. Annual Report of Fixed Assets E. Inventory Audit reports</p>	<p>2 A -B. Retain for <b>four (4) years</b> on-site, then retain for <b>two (2) years</b> at the State Records Center, then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b>, then destroy paper originals. Retain scans for <b>six (6) years</b>, and then destroy.</p> <p>2 C-E. Retain for <b>four (4) years</b> on-site, then retain for <b>six (6) years</b> at the State Records Center, then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b>, then destroy paper originals. Retain scans for <b>ten (10) years</b>, and then destroy.</p>
3	<p><b>Building Services</b></p> <p>A. Space Management File Series-</p> <p>i. Unapproved Requests for Leased Space</p> <p>ii. Lease Files and supporting documentation.</p> <p>B. Parking Permit Files include applications, car pool requests, medical parking permit requests with doctors' certifications, waiting lists, database of extracted information, etc.</p> <p>C. Miscellaneous Services (Copy center, shredding, United Parcel Serv., records transfers, etc.), equipment service records, meter readings, charge backs, package receipt logs, shipping papers, temporary help / Maryland Correctional Enterprises paperwork, transmittals etc.</p>	<p>3 Ai. Retain unapproved requests for <b>three (3) years</b>, and then destroy.</p> <p>3 Aii. Approved requests become part of the Lease Files, which are retained in office for <b>two (2) years</b> and send to State Records Center for <b>two (2) years</b>, then destroy</p> <p>3 B. Scan paper records to Maryland State Archives standards. Retain hardcopy for <b>one (1) year</b> then destroy. Save electronic version and for as long as applicants are employed with DHMH, then move to inactive file and retain for <b>one (1) year</b>, then destroy.</p> <p>3 C. Retain for <b>four (4) years</b> on-site, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b>, then destroy paper originals. Retain scans for <b>four (4) years</b>, and then destroy.</p>

APPROVED BY: (DHMH Official) DATE: 3/5/2014  
 SIGNATURE: Thomas Jackson  
 NAME/TITLE: Thomas Jackson, Chief, Central Services Division

AUTHORIZED BY: (Archives) DATE: 4-1-14  
 SIGNATURE: Matthew D. Bah  
 NAME/TITLE: STATE ARCHIVIST



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3	<p>D. Emergency Evacuation Plans-Emergency Contacts, Business Continuity Plan, Police Incident Reports, etc.</p> <p>E. Miscellaneous Project Files- Unit relocations, modular furniture installations, carpet installation, security upgrades, Computer-aided design (CAD) Files</p> <p>F. Employee Separation Clearance Forms- copy of sign off sheet for employee separation.</p>	<p>3 D. Retain active files until superseded or complete then move to inactive. Retain inactive files <b>three (3) years</b>, and then destroy.</p> <p>3 E. Retain for <b>four (4) years</b> on-site, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b>, then destroy paper originals. Retain scans for <b>four (4) years</b>, and then destroy.</p> <p>3 F. Scan to Maryland State Archives standards, then retain hard copy for one year, then destroy. Retain images for three (3) years, then destroy.</p>
4	<p><b>Telecommunications Series</b></p> <p>A. Telephone service plans, requisitions, 800-# accounts, monthly call logs and bills, conference calls logs, private branch exchange (PBX) billing, Telecommunication Service Requests (TSR's), unit coordinator list, etc.</p> <p>B. Cellular phone service plans, logs of DHMH cell phone numbers, Unit Coordinator list, justification forms, acceptance forms, requisitions, call logs/bills, vouchers, etc.</p> <p>C. Pagers and wireless Personal Digital Assistants (PDAs), service plans, bills, requisitions, etc.</p> <p>D. Calling cards- request forms, account files, reconciliations, etc.</p> <p>E. Directory listing forms, etc</p>	<p>4. Screen annually, and move to inactive file all records no longer needed for current business. Retain inactive files for <b>two (2) years</b> on-site, then retain at the State Records Center for <b>three (3) years</b>, and until all audit requirements are met, then destroy with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b>, then destroy paper originals. Retain scans for <b>five (5) years</b>, until all audit requirements are met, and are then destroyed.</p>
5	<p><b>Fleet Management Series</b></p> <p>A. Vehicle Titles and Registration Forms, registration renewals and other Motor Vehicle Administration (MVA) forms, Vehicle Inventory Report, vehicles pending auction, vehicle requisitions, purchase orders, Relational Statewide Accounting and Reporting System (R*STARS) transfers for vehicles, disposal records, etc</p> <p>B. Vehicle service records, emission test forms, gas and PHH Corporation card records, Commercial Fuel System (CFS) and Mansfield reports, wash invoices, Underutilized Vehicle List, 10000 mile reports, Vehicle Assignment Committee records, charge backs, etc.</p> <p>C. Accident Committee Reports, Accident Insurance records, ACORD Forms, Accident report forms.</p>	<p>5A. Retain for <b>three (3) years</b> on-site, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b>, then destroy paper originals. Retain scans for <b>three (3) years</b>, and then destroy.</p> <p>5B. Retain for <b>four (4) years</b> on-site, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b>, then destroy paper originals. Retain scans for <b>four (4) years</b>, and then destroy.</p> <p>5C. Retain for <b>four (4) years</b> on-site after case is closed, then retain for <b>six (6) years</b> at the State Records Center, then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b> after case is closed, then destroy paper originals. Retain scans for <b>ten (10) years</b> after case is closed, and then destroy.</p>



DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

SCHEDULE # 2675

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Item	Series Title and Description of Records	Authorized Retention Period
5	D. Driver cards and reports, Acknowledgement Forms, Driver Application forms, Internal Revenue Service (IRS) Fringe Benefit Reports, Drivers Training records,	5D. Retain for <b>three (3) years</b> on-site, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b> , then destroy paper originals. Retain scans for <b>three (3) years</b> , and then destroy.
6	<p><b>Forms Management Series</b></p> <p>A. Master Forms File includes printed copies of all approved forms. Forms may additionally be retained in electronic format. File sequence is by form number.</p> <p>B. Annual Forms Management Reports</p>	<p>6 A. Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p> <p>6 B. Retain for <b>four (4) years</b> on-site, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>one (1) year</b>, then destroy paper originals. Retain scans for <b>four (4) years</b>, and then destroy.</p>
7	<p><b>Records Management</b></p> <p><b>A. Records Administration File</b> — A subject file in alpha sequence, including information such as filing techniques, filing cabinets, records policy, training materials, forms and reference materials, etc.</p> <p><b>B. Schedule Reference File</b>- A binder containing a copy of each DHMH schedules in schedule number sequence, kept up-to-date with new schedules as approved.</p> <p><b>C. Transmittal &amp; Receipt Files- DGS Form 550-5</b></p> <p><b>i.) Records Database- Starting 1998.</b>                  An electronic, chronological database extracted from record transmittal forms prepared for DHMH shipments to the Records Center or Archives, including information of warehouse locations and accession numbers, disposal dates, etc. A periodic printout of select data is used for quick reference. It also includes information extracted from schedules, in schedule number sequence, which includes information on whether a schedule supersedes or is superseded by another schedule, approval dates, etc.</p> <p><b>ii.) Transmittal Master File</b>- In batch number sequence, an annual binder of all transmittal forms prepared, batched chronologically for cross-reference, used to manage temporary in-house storage and shipment preparation.</p> <p><b>iii.) Completed Transmittal and Receipt File</b>- Forms returned by records center with receipt and storage information are placed in folders in schedule number sequence, after data is entered into the Transmittal Index, <u>and a copy is sent to the initiating unit.</u></p> <p><b>D. DHMH History File</b> - Historic records transferred from component units which illustrate the development of the Department.</p>	<p>7 A. Screen annually, discard information which is no longer needed and update with new information as it becomes available.</p> <p>7 B. Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p> <p>7 C.i. Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p> <p>7 C.ii. Retain for three years, or until no longer needed for current business, whichever is later, then destroy.</p> <p>7 C.iii.) Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p> <p>D. Retain permanently, transfer every five years to State Archives.</p>