

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2913
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	This retention schedule covers general administrative files common to all units, including local health departments, facilities, professional boards, and commissions. This schedule will be used in conjunction with unit specific retention schedules that cover records unique to that unit.
Mission Statement/Link to division/unit website	https://health.maryland.gov/pages/index.aspx


Schedule Information

Supersedes Schedule(s)	2112
Amends Schedule(s)	


Preparer Information

Name of Preparer	Walter Zerrlaut
Title of Preparer	Records Officer Designee
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Date	6/5/19

Agency Approval

Name of Agency Director	Herb Jordan
Agency Director Signature	
Date	6/5/19

State Archivist Approval

State Archivist Signature	
Date	6.20.19

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

Schedule No. 2913

(To be completed by DGS/Records Management Division)

Records Series Title: Administrative Communication
 - Incoming and outgoing paper letters

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Record Series Content	Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs.
Record Series Function	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.
Organization/Arrangement	Primarily relational, though some maybe geographical, alphabetical by name, chronological or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper, 8 ½ X 11 and 8 ½ X 14, electronic.
Volume (file drawers, gigabytes, etc.)	100 File Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	25 File Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2014-Present
Completeness /Gaps	None

Schedule Item Number	1A
Retention	Retain for four (4) years , then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for one (1) year , then destroy paper originals. Retain scans for four (4) years , then destroy.
Justification for Permanent Retention	

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(To be completed by DGS/Records Management Division)

Records Series Title: Executive Correspondence

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Record Series Content	Incoming and outgoing non-transitory, business-related correspondence of the agency director.
Record Series Function	These records documents executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or program of an agency.
Organization/Arrangement	Primarily chronological, though some maybe geographical, alphabetical by name, relational or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper, 8 ½ X 11 and 8 ½ X 14, electronic.
Volume (file drawers, gigabytes, etc.)	10 File Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	2 File Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2013-Present
Completeness /Gaps	None

Schedule Item Number	1B
Retention	Permanent. Retain for five (5) years and then transfer to Maryland State Archives.
Justification for Permanent Retention	This provides unique information relating to the functions, policies, procedures or program of an agency.

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Records Series Title: Transitory Correspondence

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Record Series Content	Incoming and outgoing correspondence related to a short term interest.
Record Series Function	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.
Organization/ Arrangement	Primarily loose papers, though some maybe geographical, alphabetical by name, relational, chronological or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper, Various Sizes
Volume (file drawers, gigabytes, etc.)	200 Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	50 Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2014-Present
Completeness /Gaps	None

Schedule Item Number	1C
Retention	Retain until administrative need ends and then destroy.
Justification for Permanent Retention	

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Schedule No. 2913

(To be completed by DGS/Records Management Division)

Records Series Title: Budget and Accounting
 Records - Paper

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Record Series Content	Budget and Accounting Records- Annual Budget Requests, Timekeeping and Leave Records, Petty cash receipts, requisitions, order forms, inventory records, etc, and other budget or accounting records
Record Series Function	This pertains to the general budgetary and accounting needs of the department
Organization/Arrangement	Primarily chronological, though some maybe geographical, alphabetical by name, relational, or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper, Various Sizes, not electronic
Volume (file drawers, gigabytes, etc.)	100 Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	25 Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2014-Present
Completeness /Gaps	None

Schedule Item Number	2A
Retention	2a. Retain for four (4) years , 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 one (1) year , then destroy paper originals. Retain scans for four (4) years , and until all audit requirements are met, then destroy.
Justification for Permanent Retention	

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Schedule No. 2913

(To be completed by DGS/Records Management Division)

Records Series Title: Budget and Accounting
Records- Electronic Accounting Files

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Record Series Content	Electronic Accounting Files- Spreadsheets, databases, tables, etc., that are not kept in printed format, or are ongoing, continuing records.
Record Series Function	This pertains to the electronic accounting needs of the department
Organization/ Arrangement	Primarily chronological, though some maybe geographical, alphabetical by name, relational, or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic
Volume (file drawers, gigabytes, etc.)	20 GB
Annual Accumulation (file drawers, gigabytes, etc.)	5 GB
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2014-Present
Completeness /Gaps	None

Schedule Item Number	2B
Retention	2B. Retain electronic records for four (4) years , and until all audit requirements are met, then destroy. Electronic records are backed up every six months. Back-ups are retained three (3) years and until all audit requirements are met, then destroyed.
Justification for Permanent Retention	

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(To be completed by DGS/Records Management Division)

Records Series Title: Budget and Accounting
Records- Contracts

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Record Series Content	Contracts
Record Series Function	This pertains to the files that create rights and duties between MDH units and a third party.
Organization/ Arrangement	Primarily alphabetical by name, though some maybe geographical, chronological, relational, or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic PDF and Word, Loose Paper, 8 ½ X 11 and 8 ½ X 14
Volume (file drawers, gigabytes, etc.)	50 Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	10 Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2013-Present
Completeness /Gaps	None

Schedule Item Number	2C
Retention	2C. Retain for five (5) years , 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 one (1) year , then destroy paper originals. Retain scans for five (5) years , and until all audit requirements are met, then destroy.
Justification for Permanent Retention	

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(To be completed by DGS/Records Management Division)

Records Series Title: Audits

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Record Series Content	Internal and Legislative Audits
Record Series Function	These records pertain to the normal Internal and Legislative Audits that the department receives
Organization/Arrangement	Primarily alphabetical by name, though some maybe geographical, chronological, relational, or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic PDF and Word, Loose Paper, 8 ½ X 11 and 8 ½ X 14
Volume (file drawers, gigabytes, etc.)	50 Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	10 Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2013-Present
Completeness /Gaps	None

Schedule Item Number	3A
Retention	3A. Retain for ten (10) years , 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 one (1) year , then destroy paper originals. Retain scans for ten (10) years , and until all audit requirements are met, then destroy.
Justification for Permanent Retention	

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Records Series Title: Other Audits

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Record Series Content	Non-legislative or internal audits
Record Series Function	Audits not included with Internal and Legislative Audits. While not limited to only federal audits these may include federal audits who received federal funds, grants or have to follow federal regulations.
Organization/ Arrangement	Primarily alphabetical by name, though some maybe geographical, chronological, relational, or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic PDF, Loose Paper, 8 ½ X 11 and 8 ½ X 14
Volume (file drawers, gigabytes, etc.)	50 Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	10 Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2013-Present
Completeness /Gaps	None

Schedule Item Number	3B
Retention	3B. Permanent. Retain for five (5) years, then transfer to Maryland State Archives for permanent retention.
Justification for Permanent Retention	These audits should be permanent because of the uniqueness of these audits. Non-standard audits have historical value towards the nature of the audit.

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Records Series Title: Supervisor's Personnel Files

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Record Series Content	Supervisor's Personnel Files
Record Series Function	Supervisor's working papers, such as PEP documentation, doctor's notes for sick leave, and other papers used by the supervisor. (This is not the "official" personnel file, which is maintained in the Personnel Services Administration or Personnel Office).
Organization/Arrangement	Primarily alphabetical by name, though some maybe geographical, chronological, relational, or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic PDF, Loose Paper, 8 ½ X 11 and 8 ½ X 14
Volume (file drawers, gigabytes, etc.)	200 Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	50 Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2013-Present
Completeness /Gaps	None

Schedule Item Number	4
Retention	4. Retain until employee transfers, is terminated, retires or death, then destroy.
Justification for Permanent Retention	N/A

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(To be completed by DGS/Records Management Division)

Records Series Title: Unit Publications

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Record Series Content	Unit Publications-(One Copy of Each)
Record Series Function	These records pertain to the published works made available to the public
Organization/ Arrangement	Primarily alphabetical by name, though some maybe geographical, chronological, relational, or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Bound Book
Volume (file drawers, gigabytes, etc.)	5 Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	1 Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2013-Present
Completeness /Gaps	None

Schedule Item Number	5A
Retention	5A. Permanent. Retain for five (5) years, then transfer to Maryland State Archives for permanent retention.
Justification for Permanent Retention	Publications have historical value showing either policy, practices or procedures of units.

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(To be completed by DGS/Records Management Division)

Records Series Title: Media Files

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Record Series Content	Media Files
Record Series Function	Copies of Newspaper/magazine/internet articles; film, photo, VCR/digital recordings of ceremonies, awards, etc.
Organization/Arrangement	Primarily alphabetical by name, though some maybe geographical, chronological, relational, or numerical
Indexing System	No
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Bound Book, loose paper (various sizes), tapes, PDF, disks
Volume (file drawers, gigabytes, etc.)	10 Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	2 Drawers
Current Location	Statewide, MDH Headquarters Building, MDH Facilities and MDH Local Health Departments
Audit Requirements	None
Date Span	2013-Present
Completeness /Gaps	None

Schedule Item Number	5B
Retention	5B. Retain 1 year, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
Justification for Permanent Retention	Selected media files have historical value