

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO 1396

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NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health & Mental Hygiene  
Epidemiology & Prevention

AIDS Administration  
Youth Outreach Program

AGENCY		DIVISION
Item No.	Description	Retention
1	LOCAL GOVERNMENT SURVEY Survey on AIDS in specified counties in MD	* RETAIN PERMANENTLY
2	GOVERNOR'S TASK FORCE ON AIDS Documents, materials, and general correspondence pertaining to Task Force.	* RETAIN PERMANENTLY
3	AIDS GENERAL CORRESPONDENCE	* RETAIN PERMANENTLY
4	AIDS RECOMMENDATIONS Documents pertaining to policies, procedures, and proposals by authorized personnel.	* RETAIN PERMANENTLY
5	MD STATE WIDE PROJECT FOR AIDS EDUCATION & RISK REDUCTION General correspondence, proposals, projects, agreements, and information concerning project.  * NOTE: Transfer Periodically to State Archives.	* RETAIN PERMANENTLY

ALSO SEE SCHEDULE # 1396 A1  
ATTACHED

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

6/21/91 Joseph J. Dorman  
Date Signature Title  
Asst Director

11/2/91 [Signature]  
Date State Archivist