

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS CENTER

SCHEDULE
NUMBER 2020

RECORDS RETENTION AND DISPOSAL SCHEDULE

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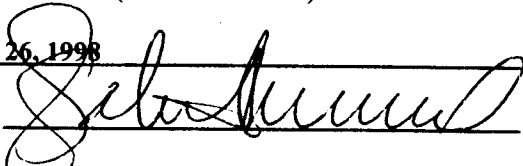
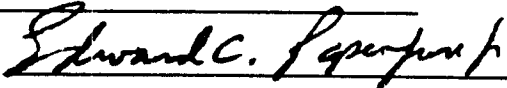
DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations
SECRETARIAT/ADMINISTRATION

Office of Planning and Capital Financing
OFFICE/DIVISION

BOARD/UNIT

Item No.	Description of Records (Programs, Forms, etc.)	Retention
1.	<p><u>PERSONNEL FILES</u></p> <p>This series includes papers pertaining to individual employees in this office/unit. Each folder may contain copies of some or all of the following documents:</p> <ul style="list-style-type: none"> A. Application B. MS 22 C. Personnel Correspondence D. Employee Correspondence E. Reclassification Information F. Resignation Letter 	<p>Maintain folders for all active employees; screen periodically. Destroy information which is over 5 years old and no longer needed. When employee leaves, move folders to inactive file. Retain for 5 years or until audited, then destroy.</p>
2.	<p><u>PERSONNEL MEDICAL FILES</u></p> <p>This series consists of documentation provided by employees for sick leave of 5 or more consecutive days and documentation for ongoing medical problems.</p>	<p>Screen periodically. Destroy information which is over 5 years old and no longer needed. When employee leaves, move folders to inactive file. Retain for 5 years or until audited, then destroy.</p>

<p>APPROVED BY: (DHMH Official)</p> <p>DATE: <u>June 26, 1998</u></p> <p>SIGNATURE </p> <p>NAME/TITLE: <u>Elizabeth G. Barnard, Director</u></p>	<p>AUTHORIZED BY: (State Archivist)</p> <p>DATE: <u>AUG 24 1998</u></p> <p>SIGNATURE </p> <p>NAME/TITLE: _____</p>
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3.	<p><u>GENERAL ADMINISTRATIVE FILES</u></p> <p>This series contains the record copy of incoming correspondence. It includes correspondence between the Office of Planning and Capital Financing and the Department of Health and Mental Hygiene (DHMH) facilities, as well as correspondence with other DHMH offices and other State agencies. This series also includes information handouts from other DHMH offices and State agencies.</p>	<p>Screen files periodically; destroy information which is over 5 years old and no longer needed.</p>
4.	<p><u>OFFICE/DEPARTMENT ARCHIVAL FILES</u></p> <p>This series contains information screened from files which shows the development of the office and/or DHMH. These files include a copy of the DHMH Executive Plan for the years 1983-1989.</p>	<p>Retain in office until no longer needed, then transfer to the Maryland State Archives.</p>
5.	<p><u>READING FILE</u></p> <p>The Reading file is an annual file, in chronological sequence, of the "record" copy of all outgoing correspondence.</p>	<p>Retain in office for 5 years, transfer to State Records Center for 5 more years, then destroy.</p>
6.	<p><u>TIMEKEEPING FILES</u></p> <p>This series is a compilation of timekeeping sheets for each employee in the unit.</p>	<p>Retain in office for 5 years until audit requirements have been met, then destroy.</p>

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7.	<p><u>CAPITAL IMPROVEMENT PROGRAM CIP NOTEBOOKS</u></p> <p>The CIP provides funding for capital projects at DHMH facilities. This record series includes notebooks containing the Department of Health and Mental Hygiene capital improvement program for the previous 15 years. It also includes CIP forms and correspondence between OPCF and the Department of Budget and Management.</p>	<p>Retain in office for 10 years, transfer to State Records Center for 5 more years, then destroy.</p>
8.	<p><u>PROGRAM STATEMENT FILES</u></p> <p>This series contains a copy of all DHMH requests for a capital project. Each capital project file contains all documents relating to the preparation of a program statement and the request for capital funding for the project. Each folder may contain some or all of the following documents:</p> <ul style="list-style-type: none"> A. Detailed program statement B. Correspondence between Office of Planning and Capital Financing and facility requesting project C. Correspondence between Office of Planning and Capital Financing and the Departments of Budget & Management (DBM) and General Services (DGS) D. Prior submissions of program statement to DBM and DGS 	<p>Retain in office for 5 years after project is completed or after project is put on hold. Transfer to State Records Center for 10 more years, then destroy.</p>

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9.	<p><u>HANDICAPPED-ACCESS PROGRAM FILES</u></p> <p>This series contains all DHMH documentation of the need for accessibility modifications at DHMH facilities. These records include:</p> <p>A. General Files - Department-wide correspondence with other agencies</p> <p>B. Individual facility files with all versions of transition plan for that facility</p> <p>C. Videotapes of bathrooms, bedrooms, parking areas, etc. needing modification</p> <p>D. Annual Requests for Access Maryland Funds</p> <p>E. ADA Transition Plans</p> <p>F. Individual Project Files</p>	<p>A. B. and C.) Retain in office until no longer active; transfer to State Records Center for 10 years, then destroy.</p> <p>D. and E.) Retain in office for 5 years; transfer to State Records Center for 10 more years, then destroy.</p> <p>F.) Retain project files in office for 5 years beyond completion date or deferral date; transfer to SRC for 10 years, then destroy.</p>

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10.	<p><u>COMMUNITY BOND AND ADULT DAY CARE FILES</u></p> <p>This series contains all DHMH documentation pertaining to the projects funded through this grant program. These records include:</p> <ul style="list-style-type: none"> A. Grant Application B. Approval Letter C. Board of Public Works Agenda Item D. Grant Payment Requests E. Other Project Correspondence 	<p>Retain in office for 5 years; transfer to State Records Center for an additional 25 years, then destroy. (State has 30-year right-of-recovery).</p>

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11.	<p><u>NURSING HOME BOND FILES</u></p> <p>This series contains all DHMH documentation pertaining to the projects funded through this grant program. These records include:</p> <ul style="list-style-type: none"> A. Grant Application B. Approval Letter C. Board of Public Works Agenda Item D. Grant Payment Requests E. Other Project Correspondence 	<p>Transfer to State Records Center until 15 years old, then destroy. (State has a 15-year right-of-recovery.)</p>
12.	<p><u>PROPERTY TRANSACTIONS</u></p> <p>This series contains documents relating to lessees who occupy space at DHMH facilities. These records include:</p> <ul style="list-style-type: none"> A. Correspondence B. Leases C. Easements D. Right-of-way Documents E. Memorandums of Understanding 	<p>Retain in office until no longer active; transfer to State Records Center for 10 years, then destroy.</p>

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13.	<p><u>HISTORIC PRESERVATION FILES</u></p> <p>This series contains copies of all reports of historic architecture and archeological studies of DHMH facilities.</p>	<p>Retain in office until no longer needed, then transfer to the Maryland State Archives.</p>
14.	<p><u>MAP FILES</u></p> <p>The map files contain maps of each DHMH facility. These files include property, tax, zoning, topography, site, and highway maps.</p>	<p>Retain in office until superseded or updated, or until facility is no longer under DHMH control. Then transfer to receiving State agency, or retain in office 5 years after property transfer occurs; transfer file to SRC for 10 years, then destroy.</p>

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15.	<p><u>MARYLAND COMMISSION ON WOMEN'S HEALTH</u></p> <p>This series includes all records pertaining to the formation of the Commission and its work to date. These records include:</p> <ul style="list-style-type: none"> A. Executive Orders B. Briefing Books C. Agenda D. Minutes E. Reports Generated by Commission F. Correspondence G. Expo Materials H. Articles and Pamphlets on Women's Health Issues I. Mailing Lists 	<p>A. - E.) Permanent; retain in office for 10 years, then transfer to Maryland State Archives.</p> <p>F. - I.) Retain in office for 10 years; transfer to State Records Center for 5 years, then destroy.</p>

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16.	<p><u>SPECIAL PROJECTS</u></p> <p>This series includes support documentation and special reports developed by the unit at the request of the Secretary or legislature:</p> <p>A. Reports</p> <p>B. Support Documentation</p>	<p>Permanent; retain reports in office for 10 years, then transfer to Maryland State Archives.</p> <p>Retain in office until no longer needed; transfer to State Records Center for 10 years, then destroy.</p>