

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

SECRETARIAT/ADMINISTRATION

OFFICE/DIVISION

BOARD/UNIT

Dep. Sec. for Operations/Infor. Resources Mgmt. Administration - All Divisions

Item No.	Description of Records (Programs, Forms, etc.)	Retention
	<p>This Schedule supersedes DHMH Schedule # 1167 and # 794.</p> <p>Information Systems Division: This item is to include all forms of IT documentation, which can consist of a variety of media. The media may be of hard copy (paper) variety. However, it could be documentation stored on magnetic tape, floppy disk, audio cassettes, or video cassettes.</p> <p>A. JCL Listings: ISD develops the unmodified "Master" version of each JCL Procedure.</p> <p>B. Systems Documentation: A collection of Program Specifications, Record Layouts, File Descriptions, CICS (test and production) Forms, IT Turnaround Documents, Correspondence, Status Reports, Source Reports, Source Code Listings, Project Management Reports and all other necessary documents that are designated as Systems Documentation.</p>	<p>Retain in Active File until superseded, then destroy.</p> <p>Retain in Active File until superseded, then destroy.</p>

APPROVED BY: (DHMH Official)
DATE: 8/2/00
SIGNATURE: *ASA R Frost Jr*
NAME/TITLE: Director IRmt

AUTHORIZED BY: (State Archivist)
DATE: SEP 15 2000
SIGNATURE: *Edward C. Papenfuse Jr*
NAME/TITLE: Edward C. Papenfuse, Jr.

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Item No.	Record Series Description	Retention
02	<p>Policy, Planning and Administration Division:</p> <p>A. Budget Records: Budget Estimates, Actuals, Request and Appropriation Documentation Budget Preparation Papers and worksheets Copies of Refund and Cancelled Checks, Journal Entries Copies of R*STARS Request/Inquiry Requisition for Supplies (pink carbon copies) Requisition and Approval Documentation ADPICS FMIS Log Book Expenditure Correspondence Detail Copies of Processed/Paid Invoices Quarterly Federal Fund Attainment Request Regular and Special Payments Bi-weekly Payroll Reports Monthly Corporate Purchasing Card Reconciliations Travel Expense Reports Petty Cash Disbursement Receipts DHMH/Support Services' Office Supplies Charge Sheet</p> <p>B. Miscellaneous Budget Records: Gifts and Grants Report Master Inventory Reports</p> <p>C. Procurement Records: Signed contracts and proposals from vendors pertaining to Information Technology services/equipment purchases by DHMH. Included are copies of proposals initiated by the Department with bids from both winning and losing vendors. All documents necessary in the procurement process including: fund certifications, FMIS transmittals, evaluation committee proposal/bid analysis, sole source justification, Maryland Register notices, blanket purchase orders, award letter, regret letter, clarification letter, etc. are also included.</p>	<p>Retain for three years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain in office for three years, and until all audit requirements have been fulfilled. Transfer to State Records Center for three years, then destroy.</p>

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Item No.	Record Series Description	Retention
02	<p>Policy, Planning and Administration Division (cont.):</p> <p>D. Training:</p> <p>Goods or Services Received</p> <p>Training Roster</p> <p>Training Enrollment Forms</p> <p>E. Personnel:</p> <p>The following forms are updated periodically, and received either through a transfer of files or on disk.</p> <p>Interchangeable Memos</p> <p>Memo to Classification Unit</p> <p>1854 - Reclassification Request</p> <p>1854a - Supplement to DHMH 1854</p> <p>MS-100</p> <p>MS-22 and Behavioral Elements</p> <p>Statistical Data Collection Forms</p> <p>W4</p> <p>1242-1 Contractual or Part-Time Employees Certification</p> <p>1242-2 Contractual Employee Agreement Memorandum</p> <p>1819-a Applicant & Wages Information</p> <p>311-t Special Payments Payroll Authorization</p> <p>I-9 - Employment Eligibility</p> <p>Criminal Conviction Form</p> <p>Software Code of Ethics</p> <p>Driver Acknowledgement</p> <p>Education Verification</p> <p>Employment Verification</p> <p>Experience Verification</p> <p>Reference Check</p> <p>Separation</p> <p>Drug Testing Requirement Form (Sensitive Classes)</p>	<p>Retain in IRMA Training Office for one Year. Transfer to the State Records Center for three years, and until all Audit Requirements have been fulfilled, then destroy.</p> <p>Retain one copy in the IRMA Training Office File for three months, or until no longer needed, then destroy.</p> <p>Retain one copy in the IRMA Budget Office File for two months. Transfer the IRMA Budget Office copy to the State Records Center for three years, and until all Audit Requirements have been fulfilled, then destroy.</p> <p>IRMA Personnel Files are Unofficial Records. Retain until no longer needed, then destroy.</p>

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02	<p>Administrative Documentation: (cont.)</p> <p>E. Personnel (Cont.):</p> <ul style="list-style-type: none"> Health Benrefits Election Form Sexual Harassment State of MD Substance Abuse Policy Acknowledgement Form Fingerprinting Check Form <p>F. Distance Learning:</p> <ul style="list-style-type: none"> Video Conferencing Room Log <p>G. Security:</p> <ul style="list-style-type: none"> HMFJ005D - Security reports. <p>H. Audit Reports:</p> <ol style="list-style-type: none"> 1. Reports of Audits conducted by the Legislative Auditors. 2. Reports of Audits conducted by persons or agencies other than the Legislative Auditors. <p>I. Email:</p> <p>J. Policies, standards, and Procedures:</p> <p>K. Meeting Notes and Special Reports:</p> <p>L. Internet/Intranet Web Sites:</p>	<p>Retain in Office file for three years, and then destroy.</p> <p>Screen quarterly. Transfer inactive reports to State Records Center for two years, then destroy.</p> <p>Retain for ten years, then destroy.</p> <p>Retain permanently. Transfer periodically to Maryland State Archives.</p> <p>Retain 30 days, then delete.</p> <p>Retain until superseded or vacated.</p> <p>Retain in Active File for three years, or until no longer needed, then destroy.</p> <p>Retain electronic copy of each revision for two years, then delete.</p>
03	<p>Information Technology Support Division:</p> <ul style="list-style-type: none"> Surplus Property Declaration Forms. Inventory Disposition Forms. HW Repair/Service records. Departmental SAS Licensing Records. 	<p>Retain until Hardware/Software is no longer in use, then transfer to State Records Center for three years, then destroy.</p>
04	<p>Computer Operations Division:</p> <p>A. The following form is used in the Printer Room:</p> <ul style="list-style-type: none"> Records Meter Readings on PTR <p>B. The following form is used in the HMIS Computer Room:</p> <ul style="list-style-type: none"> Problem Report 	<p>Retain 1 years, then destroy.</p> <p>Retain 1 year, then destroy.</p>

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04	<p>Computer Operations Division: (cont)</p> <p>C. The following form is used in Data Entry: Data Entry Control Sheet</p> <p>D. The following forms are used in the WIC Computer Room: (WIC DP) Shipping and Tracking Log DBCIBOL and RISC 6000 System Backup Log (WIC) Voucher Courier Delivery Log Unix System Job Log Sheet Weekly Section Analysis Financials Voucher Courier delivery Log Single Part Vouchers (WICNET) (WIC) Voucher Courier delivery Log Retail Chronological Order of Voucher Production Runs in Order of Occurrence (WIC) Voided and Destroyed Vouchers Check List - Production</p> <p>E. The following forms are used by the Production Control section: Fax Number Header Sheet Eligibility Processing Transmittal (Penn. Blue Shield) ADC Form # COT/DPD-115 ADC Production Job Request Unit Tracking Log (Independ. Services Corp.) COM MICROFILM ORDER/INVOICE (DGS) JCL Listings These are "Run Time" (Production) Job Control Listings from Computer Operations. They reflect input files, programs used, output files and related operational statistics. These listings are required to verify the accuracy of the input-output programs, record counts and computer time expenditures, for any given run. Some of these listings are automatically recorded on RMDS. The rest are printed in hard copy.</p>	<p>Retain two years, then destroy.</p> <p>Retain for one year, and until all Audit Requirements have been met, then destroy.</p> <p>Retain for one year, or until no longer needed, then destroy.</p> <p>Retain in Active File for three months. Transfer to Inactive File for fifteen months, then destroy.</p>