

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
Office of Regulation and Policy Coordination

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1	<p>This schedule supersedes Schedules 1837 and 1838.</p> <p>CLOSED REGULATIONS FILE Correspondence, draft and final regulations, comments received and responses the <u>Maryland Register</u> clipping of proposals and finals, approvals from Assistant Attorneys General and the Secretary, etc.</p>	Retain in office for two (2) years. Transfer to Records Center for two (2) years then destroy.
2	<p>CLOSED BOARD OF REVIEW FILE Correspondence, originals and/or copies of previous hearing records and exhibits, copy of Board Order, etc.</p>	Retain in office for two (2) years. Transfer to Records Center for two (2) years then destroy.
3	<p>BOARD OF REVIEW MINUTES Minutes of the Board's meetings.</p>	Retain permanently. Transfer periodically to State Archives.

JUN 16 2004

APPROVED BY: (DHMH Official) DATE: MAR 19 2004

SIGNATURE Michele Phinney
Michele Phinney, Director, ORPC

AUTHORIZED BY: (STATE ARCHIVES) DATE: JUN 16 2004

SIGNATURE: Edward C. Papenfuse, Jr.
Edward C Papenfuse, Jr., State Archivist