

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2698

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**Agency**

**Division/Unit**

**Department of Health and Mental Hygiene  
Office of Appointments and Executive Nominations**

**This schedule supersedes Schedule 2306**

Item No.	Description	Retention
1.	<p><b>Appointments and Executive Nominations Files</b> Background information files, including but not limited to resumes, applications, personal references, letters of support/nomination, correspondence by DHMH or the Governor for individuals who are considered and/or accepted for appointment or nomination to regulatory boards, councils or commissions under the purview of DHMH.</p> <p><b>a.</b> Active Files – individuals currently serving as an ex-officio or appointed member of a board, council or commission.</p> <p><b>b.</b> Inactive - Files of individuals who have completed their service on a board, council or commission.</p> <p><b>c.</b> Inactive files of individuals not chosen for appointment.</p>	<p>Maintain in office. Move individuals file to inactive files upon completion of service.</p> <p><i>Retain for 20 years, then destroy.</i></p> <p>Retain at DHMH for 4 years and then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name

Kimberly Bennardi

Title Administrator, Office of Appointments and Executive Nominations, DHMH

Schedule Authorized by State Archivist

Date

12-11-14

Signature

*Tim Bah*