

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

SPRINGFIELD STATE HOSPITAL - BUSINESS OFFICE

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. PATIENT'S FUNDS RECEIPT BOOKS This 3" x 6" receipt form is prepared in triplicate when cash for the use of hospital patients is received by the hospital. The receipt is signed by the staff member receiving the money. The original of the receipt goes to the person giving the money to the patient, the second copy is sent to the Accounting Department where it is used as a posting medium to the patient's account card and for preparing the deposit slips. No further use is made of this copy of the receipt. It is, therefore, non-record within the meaning of the statute governing non-record material (Art 41, Sec. 155, Annotated Code of 1951). The third copy of the receipt is retained in numerical order and is used for audit purposes.

approved Hall of Records Commission

The recommendation for this item applies to the audit copy of the receipt only. These occupy 5 cubic feet for the years 1935 to date. The annual rate of accumulation is less than 1/2 cubic foot. Approximately 4 1/2 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER AND THEN DESTROY.

2. PATIENT'S ACCOUNT CARD This 6" x 10" ledger card indicates all credits and disbursements from the individual patient's funds. Where funds are received, the receipt number is noted and the voucher number indicated for disbursements. The cards are filed alphabetically by name of patient. As a card is filled, it is removed to the inactive file and a new one replaces it. Cards for discharged patients are also placed in the inactive file as their accounts are closed out. After the cards

approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Samuel A. Waltons Signature

ACCOUNTANT Title

JUNE 25, 1954 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

June 30, 1954 Date

Morris S. Reddy Archivist

JUL 12 1954 Date

Secretary

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|-------------|---|---|-------|---|--|----------|---|----------|---|---|--------------------|---|--|---|
| | <p>are audited there is no further use of them. They occupy 8 cubic feet for the years 1935 to date. The annual rate of accumulation is approximately 1/2 cubic foot. About 6 1/2 cubic feet of material will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN IN THE INACTIVE FILE FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> | | | | | | | | | | | | | |
| 3. | <p><u>VENDORS SALES SLIPS (PATIENT'S PURCHASES)</u> Local merchants are permitted to sell various items to the patients (candy, tobacco, fruit, etc.). A sales slip is prepared by the merchant for each sale to an individual patient. The sales slips must be approved by a member of the hospital staff before they are submitted for payment. The charges are posted to the patient's account card at the time the bill is paid. A disbursement voucher is prepared covering all payments made to the merchant. After audit, there is no use for these slips and the attached vouchers. The file occupies 12 drawers (18 cubic feet) for the years 1935 to date. It is filed in chronological order. The annual rate of accumulation is about 1 cubic foot. Approximately 15 cubic feet of material will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> | <p>approved Hall of Records Commission</p> | | | | | | | | | | | | |
| 4. | <p><u>CANCELED CHECKS AND CHECK STUBS (PATIENT'S FUNDS)</u> Checks are prepared weekly for the payment of each merchant's total bill for all patients' purchases. The stubs are retained in the check books and are used for reconciliation purposes when the checks are returned. After reconciliation and posting, the checks and check stubs are needed only for audit purposes. They are filed chronologically and occupy 3 drawers (1 1/2 cubic feet) for the period 1935 to date. The annual rate of accumulation is less than 1/2 cubic foot. Approximately 3 1/2 cubic feet of material will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> | <p>Approved Hall of Records Commission</p> | | | | | | | | | | | | |
| 5. | <p><u>EMPLOYEE'S FEEDING RECORDS</u> The following records are included in this file:</p> <table border="1" data-bbox="285 1703 1310 2048"> <thead> <tr> <th>Form No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>(8 1/2" x 11") Daily Employee Feeding Report</td> </tr> <tr> <td>DMH-F 10</td> <td>(8 1/2" x 11") Daily Summary Sheet of Employee's Feeding Cost - Breakfast</td> </tr> <tr> <td>DMH-F 10</td> <td>(8 1/2" x 11") Daily Summary Sheet of Employee's Feeding Cost - Dinner and Supper</td> </tr> <tr> <td>-</td> <td>Cash Register Tape</td> </tr> <tr> <td>-</td> <td>Cash Receipt (Signed by Petty Cash Accountant)</td> </tr> </tbody> </table> | Form No. | Title | - | (8 1/2" x 11") Daily Employee Feeding Report | DMH-F 10 | (8 1/2" x 11") Daily Summary Sheet of Employee's Feeding Cost - Breakfast | DMH-F 10 | (8 1/2" x 11") Daily Summary Sheet of Employee's Feeding Cost - Dinner and Supper | - | Cash Register Tape | - | Cash Receipt (Signed by Petty Cash Accountant) | <p>Approved Hall of Records Commission</p> <p>APPROVED BY BOARD OF PUBLIC WORKS JUL 12 1961</p> <p><i>[Signature]</i> Secretary</p> |
| Form No. | Title | | | | | | | | | | | | | |
| - | (8 1/2" x 11") Daily Employee Feeding Report | | | | | | | | | | | | | |
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REPORT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

This material is used to formulate the per unit cost of meals so that the distribution of costs can be properly made in the food account ledger. After audit these records are of no further use. They are filed chronologically and occupy 7 drawers (10 cubic feet) for the years 1947 to date. The annual rate of accumulation is 1 1/2 cubic feet. Approximately 6 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

6. MASTER AUTHORIZATION CARD

This 5" x 8" card (Central Payroll Bureau Form 100) indicates on one side the authorization of the Commissioner of Personnel to enter the employee's name on the payroll or to make any changes in the pay rate of the employee. Information on the reverse side lists deductions from the employee's pay. The card is used in the preparation of the payroll journal. Cards superseded because of changes in status are filed with those of separated employees. The cards occupy 1/2 cubic foot in active files and less than 1/2 cubic foot in inactive files, both for the period since July 1, 1953.

RECOMMENDATION: RETAIN WHILE ACTIVE; TRANSFER TO INACTIVE FILE FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

7. EMPLOYEES' WITHHOLDING EXEMPTION CERTIFICATES

This Federal Bureau of Internal Revenue Form W-4 is prepared and signed by all employees claiming exemptions from the Federal income tax. It is used in the preparation of the Federal income tax form and is the authorization for making payroll deductions. There is only occasional use for the form after the employee leaves the hospital's service. The cards are filed alphabetically and occupy 4 linear inches in active files and 1 linear foot in inactive files for the period 1943 to date.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER EMPLOYEE LEAVES THE HOSPITAL'S SERVICE AND THEN DESTROY.

*approved
Hall of Records
Commission*

*approved
Hall of Records
Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
Date..... JUL 12 1954

[Signature]
Secretary