

REQUEST FOR RECORDS RETENTION SCHEDULE  
Submitted to the Records Management Division  
Hall of Records Commission

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF TUBERCULOSIS

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. REGISTER

Form No.: PHS-11408 (U.S. Public Health Service Form)  
Size: 3" x 5 1/2"  
Dates: 1904 - -  
Quantity: 70 drawers active plus 18 drawers and 60 boxes deceased (25 cubic feet total)  
File Arrangement: in three categories: active, inactive, or arrested; and by County and alphabetical therein.

Chapter 412, Section 340 of the Laws of 1904 (Art. 43, Sec. 94, Annotated Code of 1951) requires the Health Department to maintain a register of persons in Maryland known to be afflicted with tuberculosis. The register consists of the card sent to the Bureau by the reporting agency. They are received from doctors, hospitals, clinics, Veterans' Administration, etc. Cards for deceased individuals are removed and stored in ten-year groupings. Information shown on the card is the name, address, date, age, sex, race, school, or place of work, and the form, extent and activity of the disease. The reporting physician signs the card. Duplicating cards are stapled to the original report.

RECOMMENDATION: RETAIN PERMANENTLY.

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HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*Clemens W. Gorman*  
*Leon H. Ketherington*  
Signature

*Chief (Bul Mt)*  
*Chief Bureau Tuberculosis*  
Title

*12/1/55*  
*11-17-55*  
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.

*12/8/55*  
*Morris S. Radloff*  
Date Archivist

*DEC 18 1955*  
*J. Maluska*  
Date Secretary

4.	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.
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2. HISTORY CARD

Size: 4" x 6"  
Quantity: 4 drawers  
Dates: 1904 - -  
File Arrangement: Alphabetical

This card shows name, address, age, sex, race, by whom case was reported, date report received and all subsequent information received by the Bureau. The card is prepared from the report form (Item 1). It is removed from the file and destroyed upon notification of death. Death certificates received in the Division of Vital Statistics or the Baltimore City Health Department are used for this purpose.

RECOMMENDATION: RETAIN UNTIL DEATH OF INDIVIDUAL

3. HOSPITAL PATIENT - CONTROL CARD

Size: 3" x 5"  
Quantity: 4 drawers (less than 1 cubic foot)  
Dates: 1940 - -  
File Arrangement: by Hospital and Alphabetical therein

This card shows patient's name, race, sex, age, address, degree of illness (by code letter), name of physician, hospital, and dates of admission and discharge. All of this information is recorded in the patient's case file at the hospital, on the application and history card. It has been the practice to destroy the cards one year after the patient has been discharged. This file is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).

4. HOSPITAL APPLICATION AND DISCHARGE

Form No.: TB-2  
Size: 8½" x 11"  
Quantity: 1 drawer (1½ cubic feet)  
Dates: 1953 - -

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date: DEC 19 1955

*[Signature]*

Secretary

The application for admission to one of the State tuberculosis hospitals also contains a report by the physician. The application is held in the Bureau until the patient is admitted, at which time it is forwarded to the hospital for its records. At the time of discharge the hospital fills in the discharge information on the reverse of the application and returns it to the Bureau. Complete hospital records are retained by the hospital, including the application and discharge form. A copy of the form is also retained in

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in the family folder in the County Health Department files. The copy filed in the Bureau is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).

5. REPORTS - ANNUAL, SEMI-ANNUAL, AND MONTHLY

Quantity: 2½ drawers (4 cubic feet)  
Dates: 1946 - -  
File Arrangement: Chronological  
Annual Accumulation: 4 linear inches  
Disposable Amount: 2 cubic feet

Several reports are prepared and received by the Bureau:

TB-17 Social Service Monthly Statistical report - received from the Social Service workers in the tuberculosis hospitals. It is used by the Bureau to prepare a monthly narrative report to the State Board of Health.

PHS-1394 (U.S. Public Health Service Form) Semi-Annual tuberculosis morbidity report. This report prepared by the Bureau for the Public Health Service shows the number of new tuberculosis cases, the number of active and probably active cases and the number of other reportable tuberculosis cases.

PHS-1393 (U.S. Public Health Service Form) Annual tuberculosis report. This report is prepared by the Bureau for the U.S. Public Health Service. It is a comprehensive four-page, statistical report in four categories - morbidity, X-Ray case finding activities, tuberculosis Public Health Nursing Services, and mortality.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

6. CLINIC REPORTS AND CLINICIAN PAYROLLS

Form No.: TB-1, TB-15  
Size: 8½" x 11"  
Quantity: 1½ drawers (2 cubic feet)  
Dates: 1952 - -  
File Arrangement: County and Chronological therein  
Annual Accumulation: ½ drawer

TB-1 - - This is an invoice form prepared by the County Health Officer for payment to physicians and clinicians for services rendered in the tuberculosis clinic. Two copies are sent to the Bureau. One copy is certified to the Maryland Tuberculosis Association for payments which are covered by that association's program, the other is retained in this

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Date DEC. 13 1955

*[Signature]*  
Secretary

EST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4.

5. Description of Records  
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file. There is no audit in this Bureau.

TB-15 - - Chest Clinic - Monthly report is a statistical record of each day's services in the County clinic.

The two forms are used by the Bureau for semi-annual and annual statistical reports.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. CORRESPONDENCE

Quantity: 37 drawers (55 cubic feet)

Dates: 1925 - -

File Arrangement: Alphabetical by subject and by county therein

Annual Accumulations: 2 drawers

Disposable Amount: 4 cubic feet

Correspondence concerned with the functions of the Bureau. It is with Federal, State, local and other state agencies, hospitals, tuberculosis societies, civic and professional organizations, doctors, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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HALL OF RECORDS COMMISSION

DEC 1 1935

*J. McLean*

SECRET