

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be 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 ENVIRONMENTAL HYGIENE  
DIVISION OF FOOD CONTROL**

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. GENERAL CORRESPONDENCE**

Quantity: 5 drawers (7½ cubic feet)  
Dates: 1950 - -  
File Arrangement: Alphabetical by subject or correspondent  
Annual Accumulation: 1 drawer (1½ cubic feet)  
Disposable Amount: 3 cubic feet

Correspondence concerned with the functions of the office. It is with Federal, State, local and other state agencies, professional and business organizations, educational institutions, etc. Correspondence with licensees is filed in the licensee's folder (Item 3)

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY

**2. DAILY REPORT (COUNTY SANITARIAN)**

Form No. FD-126  
Size: 8½" x 11"  
Dates: 1950 - -  
Quantity: 2 drawers (3½ cubic feet)  
File Arrangement: County and chronological therein  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 1½ cubic feet

Form shows visits made by the county sanitarian, type of business visited and any remarks. The daily report is used in the preparation of the Division's monthly and annual report and occasionally

APPROVED  
HALL OF RECORDS COMMISSION

Agency, Division or Bureau Representative  
*Clemens W. Gansler* Chief, Bureau of Management December 19, 1955  
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.  
*Morris S. Radloff*  
4/5/1956 Date Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.  
JAN 9 1956 Date *[Signature]* Secretary

**REQUEST 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.
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for work analysis purposes. Inspection reports prepared as a result of visits are filed in the license file (Item 3).

**RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY**

**3. LICENSE FILE**

Quantity: 4 drawers in basement, 6 drawers in office  
(total 15 cubic feet)

Dates: 1950 - -

File Arrangement: By classification and county, and alphabetical therein

Annual Accumulation: 2 drawers (3 cubic feet)

Disposable Amount: 4 drawers (6 cubic feet)

File contains the following records:

- FC-31 Application for License to Operate a Frozen Food Plant
- FC-42 Application for Crab Picking Plant License
- FD-44 Application to Register Soft Drinks or Other Non-alcoholic Beverages for Sale in Maryland (by out of State bottler)
- FC-48 Application for License to Operate a Cannery
- FC-128 or FD-34-A Application for Cold Storage Warehouse License (locker storage plant)
- FC-129 Application for Cold Storage Warehouse License
- FC-85 Application for License to Manufacture Non-alcoholic Beverages
- Inspection Report, a 3" x 6" form accompanying all laboratory requests which is filed with the Laboratory Report
- FC-82 Report on Inspection of Crabmeat Plants
- BL-273 Crabmeat Report (Laboratory)
- Carbon copy of information typed on the printed license form
- FC-40 Notice to Crabmeat Packer of Unsatisfactory Bacterial Report from the Laboratory
- FC-41 Report on Bacteriological Examination of Crab Meat
- FD-100 Inspectors Report on Bottling Plant
- B.L. 7 Bacteriological Water Report
- B.L. 245 Butter and Carbonated Beverages Laboratory Report
- B.L. 246 Tomatoes Laboratory Report
- B.L. 249 Swab Tests (eating and cooking utensils - restaurants)
- B.L. 276 Bakery Products Laboratory Report
- Report on Insecticides (University of Maryland Form - unnumbered) BO
- Zero Locker Inspection Report
- Cold Storage Inspection Report
- Correspondence

Date... JAN 9 1956

Licenses must be renewed annually. Prior to 1955 laboratory reports were filed separately. They are now filed in the firm's license

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*[Signature]*  
Secretary

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folder. The recommendation below applies to the reports, prior to 1955 as well as those in the licensee's folder.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY

4. OYSTER AND CLAM CERTIFICATIONS

Quantity: 2 drawers, basement, 3 drawers, office  
(total 7½ cubic feet)

Size: 8½" x 11"

Dates: 1947 - -

File Arrangement: County and classification, and alphabetical therein

Annual Accumulation: 1 cubic foot

Disposable Amount: ¼ cubic feet

Included in this file are the following forms:

- FC-28 Application for Certification of Oyster Establishment (Shucker and Packer)
- FC-29 Application for Certification as Shipper of Shellfish
- FC-30 Application for Special Permit for Floating or Wet Storage of Shellfish
- FD-124 Special Permit for Floating or Wet Storage of Shellfish

Licenses issued are preprinted forms, copies retained in the file show only the information typed on the form when it is issued

Inspectors Reports (unnumbered) are attached to the Laboratory Report (Form BL-245)

USPH - Form A Shucking and Packing Plant Inspection (U.S. Public Health Service Form)

BL - 191 Shellfish Report (Bureau of Laboratories) Correspondence

Certifications are issued after the place of business has been inspected by the County Health Department sanitarian. Names of businesses certified are forwarded to the U.S. Public Health Service which publishes the names of approved companies. Certifications must be renewed annually.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

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BO

Date... 9 1955

*[Signature]*  
Secretary

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5. INSPECTION FILE - SLAUGHTER HOUSES AND POULTRY PLANTS

Quantity: 1 drawer (1½ cubic feet)  
 Dates: 1950 - -  
 File Arrangement: County and alphabetical therein  
 Annual Accumulation: ¼ linear inches  
 Disposable Amount: ½ cubic foot

File consists of a narrative report regarding conditions found at the time of inspection and correspondence with the company regarding the report. When necessary, corrective action is required immediately.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY

6. MILK AND RELATED PRODUCTS LICENSE BOOK

Quantity: 1 volumes (5" x 8" and 1 volume (8½" x 12")  
 Dates: 1946 - -  
 File Arrangement: By category and chronological therein  
 Annual Accumulation: Less than 2 inches  
 Audited by: State

The single line entry in this book shows the permit number, licensee, and date original permit was issued.

RECOMMENDATION: RETAIN PERMANENTLY

7. LICENSE FILE - MILK AND RELATED PRODUCTS

Quantity: 4½ drawers  
 Dates: 1946 - -  
 File Arrangement: By type of license and by county and alphabetical therein  
 Annual Accumulation: 5 drawers  
 Disposable Amounts: 30 cubic feet  
 Audited by: State  
 Indexed: Yes - see Item 8

File contains the following material:

- FC-105 Application for Milk Producer's Permit
- FC-106 Application for Milk Distributor's Permit
- FC-107 Application for Milk Processor or Bobtailer Permit
- FC-113 Applications for Frozen Dairy Foods and Ices License
- FC-117 Application for Milk Producer - Distributor's Permit

All licenses must be renewed annually. Other records included in the license file are:

- FC-112 Approval of County Health Officer for Frozen Dairy Foods and Ices License Request

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*[Handwritten Signature]*

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FC-109 Approval of County Health Officer for Milk Permit Requested  
 BL-25 Milk and Related Products Laboratory Report  
 BL-248 Milk and Related Products (Ice-cream) Laboratory Report Correspondence

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

8. INDEX TO MILK AND RELATED PRODUCTS LICENSE FILE

Quantity: 22 drawers  
 Size: 3" x 5"  
 Dates: 1946 - -

Index is arranged by type of license issued and alphabetically by owner's name; a cross reference file is maintained by trade name. Card shows name, address, permit number, date issued and date of expiration.

RECOMMENDATION: RETAIN WHILE COMPANY IS LICENSED AND FOR FIVE YEARS THEREAFTER, AND THEN DESTROY.

9. MILK SAMPLES - LABORATORY REPORT

Form No.: BL-248  
 Size: 8 1/2" x 11"  
 Dates: 1954 - -  
 Quantity: 2 drawers  
 File Arrangement: By county and alphabetical therein  
 Annual Accumulation: 2 drawers

This report is received from the Laboratory for samples submitted for analysis and testing. Action taken by this Division on any unsatisfactory report is noted in the License File. The laboratory reports are filed separately because of their bulk.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

10. LETTERS OF ISSUANCE

Quantities: 2 drawers  
 Dates: 1954 - -  
 File Arrangement: By County and chronological therein  
 Annual Accumulation: 2 drawers

BOARD OF PUBLIC WORKS  
 Date...  
 Secretary

This is a weekly letter of transmittal sent to the County Health Officer indicating the licenses issued in his county.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

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4. Item No. 5. Description of Records 6. Recommendation of Hall of Records and Board of Public Works.

11. ACCOUNTING RECORDS

Form No.: FC-108  
Size: 8 1/2" x 11"  
Quantity: 18 linear inches (1 cubic foot)  
Dates: 1949 - -  
File Arrangement: Chronological  
Annual Accumulation: 3 linear inches  
Audited by: State

This is the letter of transmittal to the Accounting Division accompanying money received for licenses issued. Shown is the name of the licensee, address, permit number, and amount.

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

12. APPLICATION FOR VITAMIN D MILK PERMIT

Form No.: FC-118  
Size: 8 1/2" x 11"  
Quantity: 1/2 drawer (1 cubic foot)  
Dates: 1947 - -  
File Arrangement: Alphabetical by name of licensee  
Annual Accumulation: 1 linear inch  
Audited by: State

This application is a signed statement agreeing to comply with Health Department regulations and to submit samples to an approved laboratory at stated intervals. The method by which the milk is to be fortified with Vitamin D is indicated. The date the permit is issued and the permit number is also shown. The permit is good until withdrawn or revoked. Other records in the file include:

- FC-109 Approval of County Health Officer for Milk Permit Requested
- BL-25 Milk and Related Products Laboratory Report Correspondence

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER WITHDRAWAL OR REVOCATION OF THE PERMIT, AND THEN DESTROY.

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BO. P.  
Date  
*[Signature]*  
Secretary