FORM HR-RM 1
(9-1-53)
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 220

PAGE NO. 1.

1. Requesting Agency	2. Division or Bureau of Requesting Agency
STATE DEPARTMENT OF HEALTH	BUREAU OF LABORATORIES

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 [X] 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: 6 drawers (9 cubic feet) Dates: 1952 - - File Arrangement: Subject Annual Accumulation: 1 drawer Correspondence concerned with the functions of the Bureau. It is with Federal, State, local and other state agencies, professional and civic organizations, scientific and laboratory equipment manufacturers, doctors, hospitals, etc. All correspondence of the Bureau is centrally filed in the secretarial office. The laboratories receive copies of correspondence for their files; these are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1950). Two drawers of correspondence (included in above quantity) concerned with the chemistry laboratory were not combined with the file in the secretarial office when the chemistry laboratory was incorporated into the Bureau. The recommendation below includes this material as well as that filed in the secretarial office. RHC RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature	Title	Date
cal Clemens W. Gainer	Chief Bur Mgt	1/5/56

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.		Disposal Authorized as Indicated in Col. 6 by Board of Public Works.	
1/5/56	Morris S. Radoff	JAN 9 1956	J. McCusker
Date	Archivist	Date	Secretary

FORM HR-RM 1A (9-1-55)
Hall of Records Commission

LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 220
PAGE NO. 2.

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.
2.	TRAINING RECORD FOLDER Quantity: 2 drawers (3½ cubic feet) Dates: 1947 - - File Arrangement: By Laboratory and alphabetical therein Annual Accumulation: less than ½ cubic foot Disposable Amount: ½ cubic foot The Bureau trains laboratory assistants and bacteriologists for public and private agencies, as well as Bureau personnel. The following records are maintained in individual folders: BL - 117 B Efficienty Rating BL - 174A - 174L Student Training Summary; summary of results of tests in laboratory techniques and procedures. BL - 177 Proposed Training BL - 163 Training Record - Laboratory Assistants BL - 164 Training Record - Bacteriologist - check-off form indicating those techniques and procedures in which the student has completed training BL - 187 Application for In-Service Training - received from institutions other than the State Department of Health laboratories. These records are necessary as long as the student is in training and in the case of Bureau personnel as long as the individual remains in the laboratory service.	APPROVED HALL OF RECORDS COMMISSION
A.	RECOMMENDATION: RETAIN RECORDS OF EMPLOYEES OF THE STATE DEPARTMENT OF HEALTH WHILE EMPLOYED AND FOR THREE YEARS THEREAFTER, THEN DESTROY.	
B.	RECOMMENDATION: RETAIN RECORDS OF NON-DEPARTMENTAL TRAINEES FOR THREE YEARS AFTER COMPLETION OF TRAINING AND THEN DESTROY.	
3.	TRAINEES CHECK EXAMINATIONS Size: 3" x 5" and 5" x 8" Quantity: 7 drawers and 6 boxes, 3" x 5" and 2 drawers 5" x 8" (total 3 cubic feet) Dates: 1947 - - File Arrangement: Alphabetical Annual Accumulation: less than ½ cubic foot Disposable Amount: 1½ cubic feet These cards indicate various tests made by the trainee and the	APPROVED BY BOARD OF PUBLIC WORKS Date JAN 9 1956 Secretary

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instructor's results on the same specimens. The following card forms are used:

BL - 16	Check Examination - bacteriology
BL - 168	Urine Check Cards
BL - 173	Differential Check Card - Blood
BL - 157	Check Examination - Agglutination Tests
BL - 188	Check Report - Differential Count

The check results are posted to the Student Training Summary and the quality of the student's work is indicated on the student's Training Record, both in the student's folder.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER STUDENT COMPLETES TRAINING AND THEN DESTROY.

4. PATIENT'S HISTORY CARD

Size: 3" x 5"
Quantity: 522 drawers and boxes (75 cubic feet)
Dates: 1954 - -
File Arrangement: Syphilis and Sanitary Bacteriology Reports filed by specimen number; all others by disease and alphabetical therein
Annual Accumulation: 75 drawers per year

Specimens are submitted to the laboratories with the laboratory report form. Each specimen is numbered as it is received. Results of the laboratory findings are noted on the original form and duplicates are then prepared on an ozalid reproducing unit. The original is filed, as the History Card, in this office. The ozalid duplicates are forwarded to the local laboratory, county clinic, private physician, or Health Department Division submitting the specimen. Should laboratory tests indicate the presence of tuberculosis, venereal disease, typhoid, undulant fever, diphtheria, or other communicable diseases, copies of the report are also forwarded to the County Health Officer.

The branch laboratories follow the same filing system and procedures as described for the central laboratory. The recommendation for this item applies to the branch laboratories as well as the central laboratory. Listed below are the laboratory report forms (History Cards) filed in the Registration Office:

BL - 2	Miscellaneous Examination
BL - 4	Urinalysis
BL - 5	Blood Culture
BL - 6	Malaria
BL - 7	Bacteriological Water Report
BL - 8	Diphtheria, Vincent's Angina, Tonsillitis

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FORM HR-RM 1A
(9-4-53)
Hall of Records Commission

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(Continuation Sheet)

SCHEDULE NO. [illegible] 220

PAGE NO. 4.

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.
	BL - 9 Tuberculosis BL - 10 Gonorrhea Smears and Cultures BL - 11 Syphilis (Blood) Serology BL - 12 Agglutination Tests BL - 13 Typhoid and Paratyphoid BL - 20 General Laboratory Report BL - 20U Hematology BL - 20V Blood Chemistry BL - 24B Meningitis (Spinal Fluid) BL - 25 Bacterial Reports on Milk Shippers BL - 22 Sanitary Survey of Shellfish and Shellfish Producing Water BL - 42 Dysentery BL - 48 Whooping Cough BL - 60 Urinalysis Report BL - 63 Rh Sensitization Studies BL - 66E Undulant Fever BL - 66G Blood Culture - Brucella BL - 88 Pneumonia BL - 131 Bacteriological Examination of Eating and Drinking Utensils BL - 136 Hematology BL - 139 Rh Typing and Blood Grouping BL - 141 Blood Chemistry BL - 170 Mycology BL - 191 Bacteriological Shellfish Report BL - 215 Heterophile Agglutination for Infectious Mononucleosis BL - 221 Water Analysis BL - 222 Water Analysis BL - 223 Sewage Analysis BL - 236 Salmonella and Shigella Typing Enteric Culture Identification BL - 237 Sensitivity Tests BL - 238 Enteric Infections BL - 239 Agglutination Tests BL - 240 Throat, Nose, and Ear Cultures BL - 241 Intestinal Parasites BL - 242 Genito-Urinary Infections BL - 243 Bacteriological Report on Swimming Water BL - 244 Chemistry - Drug Report BL - 245 Chemistry - Food Report BL - 246 Chemistry - Food Report BL - 247 Chemistry - Food Report BL - 248 Milk and Related Products BL - 249 Enteric Pathogens Record BL - 252 Blood Chemistry BL - 273 Crabmeat Report BL - 276 Chemistry Report RECOMMENDATION: RETAIN LABORATORY REPORTS FOR THREE YEARS AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION Date JAN 9 1955 Secretary

FORM HR-RM 1A (941-53)
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 220
PAGE NO. 5.

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.

5. DAILY REGISTRATION SHEETS

Size: 8½" x 11"
Quantity: 9 cubic feet
Dates: 1952 - -
File Arrangement: Chronological
Annual Accumulation: 3 cubic feet

Each laboratory maintains a record of each sample received. This record shows on a single-line entry the specimen number, patient's name, county, and laboratory findings. The reports are forwarded to the laboratory secretarial office for statistical reporting (monthly and annual reports) and time evaluation studies. Occasionally, they are referred to for follow-up purposes.

The following forms are included:

BL - 2 G Miscellaneous Examinations
BL - 2 H Infectious Mononucleosis Tests
BL - 4 C Urinalysis
BL - 5 A Blood Cultures
BL - 10 D Gonorrhea Smears
BL - 11 D Spinal Fluid - Syphilis Serology
BL - 12 A Agglutination Tests
BL - 13 C Feces and Urine Specimens for Culture
BL - 13 E Cultures Submitted to Enteric Pathogens Laboratory for Identification
BL - 17 A Intestinal Parasites
BL - 35 Miscellaneous Complement Fixation Tests
BL - 69 Tuberculosis Record
BL - 88 H Sputum for Pneumococci and other Pathogens
BL - 115 Eagle-Straus Titres
BL - 133 Darkfield
BL - 137A Hematology
BL - 141A Blood Chemistry
BL - 161A Rh Typing
BL - 169 Cancer Cytology
BL - 170A Fungus Specimens
BL - 171 Miscellaneous Clinical Examinations
BL - 287 Urinalysis
BL - 294 Syphilis Serology
BL - 295 Syphilis Serology, page 2
BL - 296 Rh Typing and Blood Grouping
BL - 297 Throat, Ear, and Nose Cultures

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. MICROSCOPE INVENTORY

Size: 5" x 8"
Quantity: 1 linear foot
Dates: 1933 - -

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Date JAN 9 1954

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File Arrangement: By laboratory

This inventory form is prepared for each microscope purchased by the laboratory; it shows date of purchase, equipment or attachments included at time of purchase, all subsequent repairs, and additional attachments or equipment.

RECOMMENDATION: RETAIN UNTIL EQUIPMENT IS DISPOSED OF AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

7. MYCOLOGY - CULTURE RECORD

Form No.: BL - 69
Size: 5" x 8"
Quantity: 3 linear inches
Dates: September, 1954 - -
File Arrangement: Chronological
Annual Accumulation: 3 linear inches

The Culture Record is ruled for several one-line entries showing specimen number, patient's name, county, date, microscope findings, type of specimen, culture media, and growth results.

The card is used as a record of results of different tests and media used.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. MYCOLOGY - YEAST RECORD

Size: 5" x 8"
Quantity: 1 linear inch
Dates: September 1954 - -
File Arrangement: Chronological
Annual Accumulation: 3/4 linear inch

The Yeast Record is an unnumbered and unprinted form on which is recorded the culture number and results of specialized yeast-like organisms.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

9. SENSITIZED PATIENT'S RECORD

Form No.: BL-192
Size: 8½" x 11"
Dates: 1950 - -
Quantity: 1 linear foot
File Arrangement: Alphabetical
Annual Accumulation: 3 linear inches

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4. Item	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 form shows the follow-up history of Rh sensitized prenatal patients. One form is prepared for each patient and shows the results of each specimen tested during the pregnancy. It is used for comparative studies of earlier tests, not only of the latest pregnancy, but also of any earlier ones for which the tests were made.

The test results are posted to the record from the laboratory work sheet - Form BL-139A - Rh Anti-Body Titers. This form is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951). The recommendation for the item applies only to the Sensitized Patient's Record (Form BL-192).

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

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10. Rh NEGATIVE STUDY CARD

Form No.: BL-220
Size: 3" x 5"
Quantity: 10 drawers (2 cubic feet)
Dates: 1950 - -
File Arrangement: Active or inactive and alphabetical therein
Annual Accumulation: 2 drawers

These cards show the results of Rh sensitization studies of prenatal patients. Cards are prepared for each patient for whom specimens are submitted. Cards are ruled for several entries. In addition to the test results and the patient's name, age, and race, previous pregnancies and miscarriages and the husband's age, blood group, and Rh result are also given. The cards are referred to and entries are made for each pregnancy.

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

11. AGGLUTINATION RECORD

Form No.: BL-84, formerly BL-12D
Size: 3" x 5"
Quantity: 6 drawers (1 cubic feet)
Dates: 1952 - -
Annual Accumulation: 2 drawers

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This form shows patient's name, physical description, diagnosis, and results of various laboratory agglutination tests. Generally a series of three tests are made over a specific period of time. Results of the test are reported to the physician submitting the specimen on Form BL-239 - Agglutination Test Report, a copy of which is also retained in the Bureau's Registration Office. There is little use made of the Agglutination Record after the results of the

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	final tests are known. RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.	
12.	APPLICATIONS FOR EMPLOYMENT OF INDIVIDUALS NEVER EMPLOYED Quantity: ½ drawer (1 cubic foot) Dates: 1946 - - File Arrangement: Yearly and alphabetical therein Disposable Amount: ½ cubic foot This file consists of applications and related correspondence of individuals who were not employed by the Bureau. There is occasional reference to them for a period of three years but none thereafter. RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
13.	EMPLOYEES TIME RECORDS Quantity: 1 drawer (1½ cubic feet) Dates: 1952 - - File Arrangement: Chronological Annual Accumulation: ½ cubic foot File consists of: BM 21A - Monthly Absence or Tardiness Report to the Bureau of Management BL 107 Daily Sign-in Sheet-Central and Branch Laboratories BL 101 Monthly Time Record-Central and Branch Laboratories RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.	
14.	LABORATORY EVALUATION FILE Quantity: 5 drawers (7½ cubic feet) Dates: 1941 - - File Arrangement: Alphabetical by name of laboratory Annual Accumulation: ½ cubic foot Disposable Amount: 3 cubic feet The State Department of Health is authorized to establish minimum standards and qualifications for laboratories of the State, both public and private, in the counties but not in the City of Baltimore (Art. 43, Secs. 34 and 523, Annotated Code of 1951). To this end the Department has promulgated regulations for the control of laboratories. Records concerned with this program include the following: Control Sheets (Evaluation Sheets) Tabulation Sheets Final Reports to Laboratories Participating in Evaluation Tests Correspondence	JAN 9 1956

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	Examinations of technical abilities of laboratory technicians are made periodically in each of the fields of bacteriology and serology, sanitary bacteriology, and clinical laboratory examinations. Formal reports of all evaluations made by the Bureau are published in the "Laboratory Bulletin," (published by the State Health Department). RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
15.	LABORATORY REGISTRATION Size: 8½" x 11" Quantity: 2 drawers (3 cubic feet) Dates: 1949 - - File Arrangement: Alphabetical by name of laboratory Annual Accumulation: ½ cubic foot The Bureau has established minimum requirements for private laboratories and suggested minimum requirements for hospital laboratories by authority of Art. 43, Secs. 34 and 523 of the Annotated Code of 1951. Laboratories falling within the scope of this program are required to register with the Bureau. The registration consists of the following forms: BL 148 A through D - Registration of Laboratory; showing name and location of the laboratory, name and title of individual in charge, and the type of laboratory work performed in three general classifications: bacteriology and serology, sanitary bacteriology, and clinical laboratory examinations. BL 148 E-Registration of Laboratory Personnel - Technical Workers; showing name, physical description, position, academic training, and practical experience. One form is prepared for each technical employee. BL 148 F-Registration of Laboratory Personnel - Individual in Charge; showing the same information as is shown on the preceding form. BL 148 G-Registration of Laboratory - Laboratory Facilities and Equipment; shows by diagram the physical lay-out of the laboratory and lists all equipment. Re-registration is required when major physical or equipment changes are made, or when the type of work performed is materially changed. RECOMMENDATION: RETAIN UNTIL SUPERSEDED, BUT FOR NOT LESS THAN THREE YEARS EVEN THOUGH SUPERSEDED, AND THEN DESTROY.	

Date JAN 9 1956

FORM HR-RM 1A
(9-1-53)
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 220

PAGE NO. 10.

4. Form 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.

16. REGISTER OF TECHNICAL LABORATORY WORKERS

Form No.: BL - 148H
Size: 5" x 8"
Dates: 1949 - -
Quantity: 1 linear foot
File Arrangement: Alphabetical
Annual Accumulation: less than 1 inch

This registration form shows name, physical description, home and business address, academic and professional training, and experience. The Register was prepared for civil defense reasons and has continuing value for those purposes.

RECOMMENDATION: RETAIN UNTIL INDIVIDUAL REACHES AGE OF SEVENTY AND THEN DESTROY.

17. MONTHLY REPORT

Size: 8½" x 11"
Dates: 1952 - -
Quantity: 3 drawers (4½ cubic feet)
File Arrangement: By laboratory and chronological therein
Annual Accumulation: 1 cubic foot

The following records are included in this file:

BL - 251 Distribution of Time - Branch Laboratories, showing the total number of examinations made, total hours worked, and time equivalents in three major groups: diagnostic, clinical, and sanitary.

Time Equivalents - Central Laboratory, showing for each individual member of the technical staff the per centage of time spent in technical work as compared with the total hours worked. Prepared monthly.

BL - 298 Time Equivalent Work Chart - received monthly from the branch laboratories showing for each technical member of the staff the time distribution of technical duties as compared with the total hours worked.

The above three forms are used in the preparation of the Bureau's monthly report. The monthly report is in two parts. The first part shows the number of specimens examined by county and by type of specimen submitted. The second part is more detailed and shows in five major categories - infectious diseases, clinical laboratory work, cancer cytology, sanitary bacteriology, and chemistry - the number of positive, negative, suspicious, or unsatisfactory specimens; the physiological source of the specimens; and the type of

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WORKS

Date ... 56

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	examination made. The forms used for these monthly reports are: BL - 37A and B — Total Specimens by County (two pages) BL - 15A through N — Monthly Report (14 pages) These reports, including the time equivalent forms, are used for statistical reporting, preparation of the annual and special reports, work load studies, and program and budget planning. RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
RHC 18.	TUBERCULOSIS RECORD Form No.: BL - 68 Size: 3" x 5" Dates: 1949 - - Quantity: 25 drawers (2½ cubic feet) File Arrangement: By year and alphabetical therein Annual Accumulation: 5 drawers (½ cubic foot) Disposable Amount: 2 cubic feet This card shows name of patient, origin of specimen, examinations made, and results. RECOMMENDATION: RETAIN CARDS SHOWING POSITIVE OR SUSPICIOUS RESULTS UNTIL DEATH OF INDIVIDUAL, AND ALL OTHERS FOR FIVE YEARS, AND THEN DESTROY.	
19.	WORKSHEETS The forms included in this item are used solely as worksheets, having temporary value. The results of the tests for which these forms are used are shown on the Patient's History Card (Item 1) and the Daily Registration Sheet (Item 5) BL 256-259, inclusive — Clinical Laboratory Worksheets BL 39 — Feces and Urine Record for Enteric Pathogens These forms are considered non-record within the meaning of the statute governing non-record material (Art. 43, Sec. 155, Annotated Code of 1951).	

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Secretary