

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

SCHEDULE NO. 246
PAGE NO. 1. ✓

1. Requesting Agency: BOARD OF POSTMORTEM EXAMINERS
2. Division or Bureau of Requesting Agency

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. LEDGER (REGISTER OF EXAMINATION)

Size: 8 1/2" x 16" - City
8 1/2" x 11" - County
Dates: 1939 - -
Quantity: 4 volumes
File Arrangement: Numerical
Index: Yes (See Schedule No Item 2)

Two registers are maintained - one for county examinations, and one for Baltimore City examinations. Entries in the City register show: case number, date, name of deceased, race, sex, age, investigator, medical examiner, cause and place of death, code number, laboratory findings, and summary statement.

Entries in the county register are not so detailed. They show: date, name, case number, race, sex, age, reporting deputy, and code number.

RECOMMENDATION: RETAIN PERMANENTLY

2. NON-MEDICAL EXAMINER CASES

Quantity: 4 drawers (6 cubic feet)
Dates: 1939 - -
File Arrangement: Chronological
Annual Accumulation: less than 1/2 cubic foot
Disposable Amount: 3 cubic feet
Index: Yes, see Item 3

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative
R. W. Fisher Chief Medical Examiner 3 April 1956
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
4/5/56 Date
Morris S. Radloff Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
APR - 9 1956 Date
J. Maluska Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

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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File consists of data concerned with deaths reported to the Department, which upon investigation were found not to come under the jurisdiction of the Department. Records in the file include:

- Investigator's Report
- Police Report
- Stenographer's shorthand notes of Investigator's Report
- Death Certificate (occasional)

There is very infrequent reference to this file. Inquiries regarding a case in this file after it has been disposed of can be answered from the index (see Item 3).

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

3. INDEX TO NON-MEDICAL EXAMINER CASES

- Size: 3" x 5"
- Dates: 1939 - -
- Quantity: 4 drawers
- File Arrangement: Alphabetical

The index to the Non-Medical Examiner Case file shows the deceased's name, address, color, sex, age, and date of demise. On the reverse of the card a summary of the investigator's report is noted.

RECOMMENDATION: RETAIN PERMANENTLY

4. MONTHLY SUMMARY OF DEATHS, BY CAUSE

- Form No.: PH - 13
- Size: 8 1/2" x 11"
- Dates: 1948 - -
- Quantity: 1 linear foot
- File Arrangement: Chronological
- Annual Accumulation: 2 linear inches

This form shows the number of deaths in the State each month by cause. Within this category the deaths by race, sex, and age group are also indicated. This record has permanent value for statistical research purposes.

RECOMMENDATION: RETAIN PERMANENTLY.

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HALL OF RECORDS COMMISSION

BOARD OF PUBLIC WORKS
Date APR - 9 1956

[Signature]
Secretary

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5. MONTHLY REPORT OF THE CHIEF MEDICAL EXAMINER
MONTHLY REPORT OF THE DEPUTY MEDICAL EXAMINER

Size: 8½" x 11"
 Dates: 1948 - -
 Quantity: 2 drawers (3 cubic feet)
 File Arrangement: Chronological
 Annual Accumulations: less than ½ cubic foot
 Disposable Amount: 1½ cubic feet

These monthly reports prepared by the Medical Examiner (PM-11) and each County or Deputy Medical Examiner (PM-5) are used in the preparation of the annual report of the Chief Medical Examiner and the Monthly Summary of Deaths by Cause (see Item 4). After the annual report is completed there is no use made of the monthly reports.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

6. RESEARCH GRANTS

Dates: 1945 - -
 Quantity: 2 drawers (3 cubic feet)
 File Arrangement: By grant and chronological therein
 Audit: Federal and State

The Department receives research grants from the University of Maryland and a few from Federal agencies. The records resulting from these grants are in two categories:

A. RECORDS OF PERMANENT VALUE

These consist of the research report and the ledger accounting for the funds expended on the research. Where the grant is made by contract a copy of the contract is also in the file.

RECOMMENDATION: RETAIN PERMANENTLY

B. NON-PERMANENT RECORDS

Material in this category includes the requisitions for supplies and equipment, budget statements and correspondence. Upon completion of the research project these records have no value.

RECOMMENDATION: RETAIN UNTIL PROJECT COMPLETED AND FOR THREE YEARS THEREAFTER, OR UNTIL FINAL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.

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Date APR - 9 1953

[Signature]
Secretary

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7. LABORATORY RECORD CARD

Size: 5" x 8"
Dates: 1946 - -
Quantity: 5 cubic feet
Annual Accumulation: 1/2 cubic foot
File Arrangement: Chronological

This card shows name, date, name of Doctor ordering examination, method of calculation and type of technic used to perform the examination. The cards are used for statistical studies and occasionally are required for legal actions.

RECOMMENDATIONS: RETAIN PERMANENTLY

8. CASH RECEIPTS

Dates: 1952 - -
Quantity: 6 linear inches
File Arrangement: Chronological
Audit: Baltimore City

The cash receipt is prepared in triplicate and distributed as follows:

1. Payor
2. Forwarded to the City Auditor monthly with the monies received for deposit
3. Retained by the Department and forwarded to the City Auditor periodically. After the audit this copy is returned to the Department.

The recommendation below applies only to the copy retained by the Department.

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

9. OTHER ACCOUNTING RECORDS

Dates: 1939 - -
Quantity: 2 drawers (3 cubic feet)
File Arrangement: Chronological
Annual Accumulation: less than 1/2 cubic foot
Disposable Amount: 2 cubic feet
Audit: No

BOARD OF PUBLIC WORKS
Date APR - 9 1956

J. MacLusker
Secretary

Although the salaries of the Chief Medical Examiner, the two Assistant Medical Examiners and the Toxicologist are paid from State funds by the Comptroller of the Treasury, all other expenses of the Department are borne by the City of Baltimore. All purchases,

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disbursements, orders, requests for services, other staff salaries, etc., are made through the Baltimore City Department of the Comptroller. The Department of Postmortem Examiners retains copies of the orders, requests, or receipts. The record or audit copy of the Department is maintained by the Department of the Comptroller, which office also maintains the final books of entry. The recommendation below applies only to the records maintained by the Department of Postmortem Examiners.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

10. GENERAL CORRESPONDENCE

Dates: 1939 - -
Quantity: 15 drawers (22 cubic feet)
File Arrangement: By year and alphabetical therein
Annual Accumulations: 1 drawer
Disposable Amount: 10 cubic feet

Correspondence concerned with the functions of the Department. It is with Federal, State, Baltimore City, county and other state agencies, professional and civic organizations, doctors, lawyers, individuals, etc. Correspondence concerned with a particular case history is filed in the History Folder.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

Date .. APR. 11 1956

J. McInnes
Secretary