

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

SCHEDULE  
NO. **341**PAGE  
NO. **1.**

1. Requesting Agency

**BOARD OF EXAMINERS OF NURSES**

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. MINUTES**

Size: 8 $\frac{1}{2}$ " x 11"  
Dates: 1904 - -  
Quantity: 5 volumes  
File Arrangement: Chronological

The Minutes are a record of Board policies and actions. Specifically, they show the names of members present at each meeting, the names of persons appointed to the Board, actions on charges heard before the Board, licensing activities, summaries of the results of meetings with school representatives, examination results, approval or disapproval of institutions inspected, and survey activities. The two earliest volumes of Minutes (1904-1936) are handwritten.

**RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS ALL MINUTES THROUGH APRIL 1936.**

**2. REGISTRATION FILE - PRACTICAL NURSES**

Size: 3" x 9" (folded)  
Dates: 1922 - -  
Quantity: 74 document drawers (25 cubic feet)  
File Arrangement: Alphabetical by name of registrant  
Annual Accumulation: 1 cubic foot

Individuals practicing as practical nurses are required to register with the Board. This file contains the registration records of active and retired persons registered, as well as the separately-filed records of persons who are deceased, rejected, withdrawn, or are otherwise ineligible for registration. The application for

7. Agency, Division or Bureau Representative

*Eleanor J. Smith*  
Signature

*Executive Secretary*  
Title

*January 7, 1959*  
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.

*1/9/1959*  
Date

*Mavis S. Radloff*  
Archivist

Date

Secretary

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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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registration form for each individual is folded and filed so as to hold other records pertaining to the applicant or registrant. These records are:

- Individual examination report (IBM tabulation)
- Return postcard acknowledging receipt of license
- Credentials submitted
- Correspondence

Board Regulations relating to applicants who fail examinations provide for re-examination. Since there is no limit on the time during which the re-examination may take place, the "B" recommendation below pertaining to failed applicants is made with the understanding that a card record showing the examination status of failed applicants will be maintained by the Board.

A. RECOMMENDATION: RETAIN THE RECORDS OF INDIVIDUAL REGISTRANTS FOR SEVENTY-FIVE YEARS AFTER DATE OF REGISTRATION OR FOR THREE YEARS AFTER DATE OF KNOWN DEATH, AND THEN DESTROY.

B. RECOMMENDATION: RETAIN ALL OTHER RECORDS (FAILED, REJECTED, AND WITHDRAWN) FOR THREE YEARS AFTER DATE OF FAILURE, REJECTION OR WITHDRAWAL, AND THEN DESTROY.

REGISTRATION FILE - REGISTERED NURSES

Size: 3" x 9" (folded)  
Dates: 1904 - -  
Quantity: 348 document drawers (116 cubic feet)  
File Arrangement: Alphabetical by name of registrant  
Annual Accumulation: 8 cubic feet (estimated)

Individuals practicing as registered nurses are required to register with the Board. This file contains the registration records of active and retired persons as well as the separately-filed records of persons who are deceased, rejected, withdrawn, or are otherwise ineligible for registration. The application form for each individual is folded so as to hold other records pertaining to the applicant or registrant. These records are:

- Individual examination report (IBM tabulation)
- Return postcard acknowledging receipt of license
- Credentials submitted
- Correspondence

Board regulations relating to applicants who fail examinations provide for re-examination. Since there is no limit on the time during which the re-examination may take place, the "B" recommendation below pertaining to failed applicants is made with the understanding that a card record showing the examination status of failed applicants will be maintained by the Board.

A. RECOMMENDATION: RETAIN THE RECORDS OF INDIVIDUAL REGISTRANTS FOR SEVENTY-FIVE YEARS AFTER DATE OF REGISTRATION OR FOR THREE YEARS AFTER DATE OF KNOWN DEATH AND THEN DESTROY. TRANSFER TO STATE RECORD CENTER REGISTRATION FOLDERS 1-2000 (1904-1920). THEREAFTER, TRANSFER ANNUALLY 1000 ADDITIONAL REGISTRATION FOLDERS.

B. RECOMMENDATION: RETAIN ALL OTHER RECORDS (FAILED, REJECTED, AND WITHDRAWN) FOR THREE YEARS AFTER DATE OF FAILURE,

*Andrew H. Haled*

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

REJECTION, OR WITHDRAWAL, AND THEN DESTROY.

4. REGISTERS

Size: 8½" x 11", 18" x 14"  
Dates: 1904 - -  
Quantity: 12 volumes (2 cubic feet)  
File Arrangement: Separate series for R.N. and L.P.N.,  
numerical by registration number therein

According to the provisions of Article 43, Section 291, Annotated Code of Maryland, 1957 Edition, the Secretary is required to maintain a register of the names of all nurses registered by the Board. The registered nurse register occupies ten volumes, each of which shows the registration number, the date of registration, the registrant's name, whether registered with or without examination, and the name and location of the school of nursing in which the registrant trained. The register for licensed practical nurses occupies two volumes (1922 - -), the later one showing the registration number, the registrant's name, address, practical nurse course (name), whether the course was incomplete, the location of the school, and the date of the license issued.

RECOMMENDATION: RETAIN PERMANENTLY.

5. RECORDATION FILE - *Superseded by Item 1, Sched.*

Size: 3" x 5"  
Dates: 1956 - -  
Quantity: 5 double card drawers (½ cubic feet)  
File Arrangement: Separate files for R.N. and L.P.N.,  
alphabetical by name within each  
Annual Accumulation: less than ½ cubic foot

According to the provisions of Article 43, Sections 296 and 306, of the Annotated Code of Maryland, 1957 Edition, both registered and licensed practical nurses are required to have their registration certificates recorded every other year. The Recordation File is the Board's record of the recordation. Individual cards are maintained for each registrant showing the registration number, the registrant's name and address, and the respective dates of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

6. EXAMINATION RESULTS

Size: 10" x 12" volumes; 8½" x 11"  
Dates: 1907 - -  
Quantity: 5 volumes and 1 drawer (2 cubic feet)  
File Arrangement: By year  
Annual Accumulation: less than ½ cubic foot

*1957 + may 2 1957*

*Archives & Records*

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

Applicants for registration by examination are given tests supplied to the Board by a national testing service. Tests are graded by the testing service and the machine-tabulated results are returned to the Board. The results of each examination consist of summaries of grades by individual and by school, showing relative rankings. The summaries are useful to the Board in certifying credentials to other states, in ascertaining an unsuccessful applicant's grade in the event that there is a later re-application, and in the evaluation of the performance of students of various nursing training institutions throughout the State. Prior to the institution of the reporting service (1952), test results were maintained in volumes. The earliest volume shows the date of the examination and lists (in order of standing) the candidates by name, school, and numerical rating. In later volumes is shown the name, registration number, the name of the school, the numerical grade on various parts of the examination, and the result (pass or fail). The books are used by the Board for certification purposes when individuals register in other states.

RECOMMENDATION: RETAIN PERMANENTLY.

7. STUDENT NURSE APPLICATION FILE

Size: 3" x 9" (folded)  
Dates: 1904-1926  
Quantity: 40 document drawers (13 cubic feet)  
File Arrangement: Alphabetical by name  
Annual Accumulation: Discontinued  
Disposable Amount: 13 cubic feet

This file contains student nurse applications which were formerly maintained by the Board for students enrolled in nurses' training schools. This procedure has been discontinued and the Board is no longer responsible for maintaining such records. Applications of enrolled students currently are held by the institutions administering the training programs.

RECOMMENDATION: DESTROY ACCUMULATION.

8. PRELIMINARY CREDENTIAL FILE

Size: 8½" x 11"  
Dates: 1953 - -  
Quantity: 1 drawer (1½ cubic feet)  
File Arrangement: Alphabetical by name of student

This file contains preliminary credentials which were submitted to the Board as evidence of student nurses' high school education. The Board maintains credentials for senior nursing students only and the nursing schools maintain credentials for all other students. If a graduating nursing student registers with the Board, the high

*Andrew H. Hubicki*

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school record becomes part of the individual's registration record (Items 2 and 3). The recommendation below applies to the high school records of student nurses who did not apply for registration.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

9. MONTHLY REPORTS BY SCHOOLS OF NURSING

Size: 8½" x 11"

Dates: 1950 - -

Quantity: 1 drawer (1½ cubic feet)

File Arrangement: Alphabetical by institution

Annual Accumulation: ¼ cubic foot

These are reports which were formerly received monthly from schools of nursing. Since 1955 these have been received quarterly. Specifically, each report shows the name of the institution, the names of students admitted, the names of students who left the school, the names of students completing the course, faculty and staff appointments and resignations. Attached sheets show the total numbers of students enrolled during various months of the year.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

10. ANNUAL SCHOOL REPORTS

Size: 8½" x 11"

Dates: 1957 - -

Quantity: ½ drawer (1 cubic foot)

File Arrangement: Alphabetical by type of school and by name of institution therein

This file contains annual reports prepared by schools granting diplomas, affiliating programs, and practical nursing schools. The reports, summarizing statistical and general information on the training program of each school or institution, are prepared on a form supplied by the Board. Attached to the reports are staff lists, organization charts, or other descriptive material. The Board plans to discontinue this type of report and require detailed annual reports on curriculum. Future reports relating to matters other than curriculum will be required less frequently. Since this material eventually becomes part of the Schools of Nursing File (Item 16), it will be governed by the recommendation for that item.

RECOMMENDATION: TRANSFER TO SCHOOLS OF NURSING FILE (ITEM 16).

11. ANNUAL REPORTS (TYPESCRIPTS)

Size: 8½" x 11", 8½" x 14"

Dates: 1904 - -

Quantity: 2 notebooks

File Arrangement: Chronological

*Andrew H. H. H.*

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The Board makes an annual report to the Maryland State Nurses' Association. The Association needs the information contained in these reports in order to recommend to the Governor appropriate candidates for appointment to the Board. Furthermore, since the Association introduces legislation, its members need to be kept appraised of current activities in the field of nursing licensure and training. A copy of the report is also sent to the Governor. The report contains such information as the total nurse registration, the number of registrations for the year, the numbers of failing and passing candidates, the subjects failed, the number of applications received, the number of admissions to schools, notations of approvals of institutions and changes in programs.

RECOMMENDATION: RETAIN PERMANENTLY.

12. REPORT FILE

Size: 3" x 9"  
Dates: 1904 - -  
Quantity: 1/2 cubic foot  
File Arrangement: By type of record and chronological therein

This file includes copies of State Auditor's reports, carbon typescripts of Board annual reports, and typescripts of financial statements.

RECOMMENDATION: RETAIN STATE AUDITOR'S REPORTS PERMANENTLY. RETAIN ALL OTHER REPORTS FOR THREE YEARS AND THEN DESTROY.

13. BOND, INSURANCE POLICY, AND CONTRACT FILE

Size: 3" x 9"  
Dates: 1930 - -  
Quantity: 1/2 cubic foot  
File Arrangement: By type of record and chronological therein

This file contains fire insurance policies, treasurer's bonds, and rental contracts.

RECOMMENDATION: RETAIN WHILE IN FORCE AND FOR THREE YEARS THEREAFTER AND THEN DESTROY.

14. GENERAL CORRESPONDENCE

Size: 8 1/2" x 11"  
Dates: 1917 - -  
Quantity: 1 drawer  
File Arrangement: Alphabetical by subject or name of correspondent

This file contains correspondence with professional organizations

*Andrew H. Hulse*

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and State agencies. Correspondence with State agencies relates to routine administrative matters.

A separate file, titled "Attorney General, Board", contains correspondence concerned with Board planning and policies. This correspondence relates to such matters as enforcement of curriculum requirements, studies undertaken by the Board, accreditation of nursing schools, opinions of the Attorney General; complaints against and investigations of nurses, and legislation.

A. RECOMMENDATION: RETAIN PERMANENTLY THE "ATTORNEY GENERAL, BOARD" FILE.

B. RECOMMENDATION: RETAIN ALL OTHER CORRESPONDENCE FOR THREE YEARS AND THEN DESTROY.

15. OUT-OF-STATE BOARD FILE

Size: 8½" x 11"  
Dates: 1935 - -  
Quantity: 1 drawer (1½ cubic feet)  
File Arrangement: Alphabetical by state

This file consists of correspondence with examining boards in other states filed together with copies of nursing laws and other collected material. Correspondence is concerned with routine matters—answering inquiries, acknowledging receipt of material, and the licensing of individual nurses from other states.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

16. SCHOOLS OF NURSING FILE

Size: 8½" x 11"  
Dates: 1917 - -  
Quantity: 4 drawers (6 cubic feet)  
File Arrangement: Alphabetical by name of institution  
Annual Accumulation: less than ½ cubic foot  
Disposable Amount: 2 cubic feet (estimated)

This file contains correspondence and other records which document the Board's activities in surveying and inspecting currently active nursing schools and nurses' training programs throughout the State. The Board is also responsible for the approval of affiliating programs in psychiatric and tuberculosis nursing. Records of defunct schools and training programs are filed separately. Specifically, this file contains the following types of records on each institution or training program:

*Andrew H. H. H.*

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Summaries of mean test scores of candidates prepared  
Correspondence received from institutions concerning training programs--discontinuance, changes in affiliation, notification of staff changes, etc.  
Correspondence received from National League for Nursing, Inc. relating to accreditation of institutions  
Copies of out-going correspondence to institutions concerning teaching programs and other activities  
Prospectus of training programs submitted by institutions  
Board survey reports (inspection reports)  
Staff lists  
Questionnaires  
Printed material - institutional annual reports, outlines of courses

Records concerned with affiliating programs are filed in the "Affiliating Programs, Schools of Practical Nursing" file. These records relate to the survey and inspection of institutions involved with affiliating programs in psychiatric and tubercular nursing and practical nursing training.

The recommendation below covers all records described in this item.

**RECOMMENDATION: RETAIN PERMANENTLY; RETAIN IN DEPARTMENTAL OFFICES THE RECORDS OF SCHOOLS AND TRAINING PROGRAMS UNTIL SCHOOL CEASES OPERATING. TRANSFER ANNUALLY TO THE STATE RECORD CENTER THE RECORDS OF INACTIVE SCHOOLS.**

17. NURSING SCHOOL CORRESPONDENCE

Size: 8½" x 11"

Dates: 1922- -

Quantity: 2 drawers (3 cubic feet)

File Arrangement: Separate files for active and inactive - alphabetical by name of school within each

Annual Accumulation: less than ½ cubic foot

This file contains correspondence with nursing schools both active and out-of-business. Correspondence with active schools is to be combined with the Schools of Nursing File (Item 16). The correspondence is concerned with requests for information or curricula, school staff and faculty resignations, questionnaires completed by schools, applicants' examination scores, etc.

**RECOMMENDATION: COMBINE WITH SCHOOLS OF NURSING FILE (Item 16).**

*Andrew H. H. H.*

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**18. NURSING SCHOOL CURRICULA**

Size: 3" x 9"  
Dates: 1912 - -  
Quantity:  $\frac{1}{2}$  cubic foot  
File Arrangement: Chronological

This file consists of typescript and printed curricula setting forth the minimum standards required of nurse training schools.

RECOMMENDATION: RETAIN PERMANENTLY.

**19. ACCOUNTING RECORDS**

Size: 8 $\frac{1}{2}$ " x 14"  
Dates: 1941 - -  
Quantity: 4 cubic feet (estimated)  
File Arrangement: Chronological  
Annual Accumulation: 1 cubic foot  
Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry, the Special Fund Ledger, the Journals, and the Budget Ledger. The final books of entry are to be retained permanently. Specifically, these supporting records are:

**Comptroller of the Treasury**

Form No.

E-1-S	Memorandum of Adjustment
E-1 and E- $\frac{1}{2}$	Distribution of Charges
DD-1	Transmittal
R-2 (formerly MR-2)	Certificate of Deposit and Bank Deposit Slip
	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

**Purchasing Bureau (Department of Budget and Procurement)**

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded



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Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1/2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

21. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

22. LEAVE RECORDS

This file includes the following records:

- Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee
- Leave applications
- Doctors' certificates

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

*Andrew H. ...*