

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

SCHEDULE
NO.

375

PAGE
NO.

1.

1. Requesting Agency DEPARTMENT OF MENTAL HYGIENE	2. Division or Bureau of Requesting Agency ADMINISTRATION AND FINANCE
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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.
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1. GENERAL CORRESPONDENCE

Size: 8 1/2" x 11"
 Dates: 1950 - -
 Quantity: 4 drawers (8 cubic feet)
 File Arrangement: Alphabetical by name, subject, or type of record
 Annual Accumulation: 1 cubic foot
 Disposable Amount: 3 cubic feet

This file is concerned with the Division's administrative, supervisory, and fiscal control functions as reflected in its relationship with Central Office program directors, institutional staff members, and other State agencies. Specific categories of correspondence include those pertaining to routine matters such as travel and personnel management; institutional improvement requests (sale of property, space re-allocation, encumbrance of funds); institutional management and housekeeping procedures; and letters of transmittal accompanying institutional inspection and operating reports. These reports include monthly patient reports, milk production reports, fire inspection reports, monthly progress reports on capital improvements construction (DPI), State Auditor's reports on institutional audits, and sanitary reports.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

2. CAPITAL IMPROVEMENTS FILE

Size: 8 1/2" x 11"
 Dates: 1950 - -
 (continued on next page)

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

R. H. Barnes
Signature

Chief, Division of Administration
and Finance

Title

12/5/1960

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.

12/7/1960
Date

Morris S. Rudolph
Archivist

DEC 17 1960

Date

Richard H. ...
Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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Quantity: 2 drawers (4 cubic feet)
File Arrangement: Chronological by year and therein by institution
Annual Accumulation: 1/2 cubic foot

This file relates to capital improvement planning undertaken to fulfill requirements as set forth in the Department's 5-year and 10-year Capital Improvement Program for all mental hospitals. Material in the file includes lists of proposed projects and correspondence concerning them, financial estimates, Planning Department proposals, institutional capital improvement requests and justifications, tentative floor plans, and workpapers. These are administrative records only and are not subject to audit.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER LAST EXPENDITURE IS MADE AND THE FILE IS CLOSED; THEN DESTROY.

3. CONTRACT FILE

Size: 8 1/2" x 11"
Dates: 1950 - -
Quantity: 7 cubic feet (est.)
File Arrangement: By year and therein by name of institution
Annual Accumulation: 1 cubic foot
Disposable Amount: 2 cubic feet

The Contract File includes all records which are filed by the Division for purposes of facilitating contract negotiations and providing information on contract changes. These records include: Short Form Contracts (DPI-3), Change Order Form (contract amendments-DPI-4), correspondence, and project files for construction not covered by competitive bidding.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

4. BUDGET WORKFILE

Size: 8 1/2" x 11"
Dates: 1950 - -
Quantity: 7 cubic feet (est.)
File Arrangement: Chronological

The Budget Workfile contains records which facilitate the preparation of the Central Office and institutional annual budget. The file includes standard Budget Bureau forms such as Budget Estimates Fiscal Year (BB-1A), Budget Schedule Amendment Sheet (EB-1), Appropriation Statement (BB-3) and workpapers utilized in the preparation of these forms.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

**APPROVED
HALL OF RECORDS COMMISSION**

APPROVED BY	
BOARD OF PUBLIC WORKS	
DEC 15 1960	
<i>Andrew Steubert, Jr.</i>	
SECRETARY	

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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5. CENTRAL FARM BUDGET CONTROL RECORDS

Size: 8" x 10" x 2"
 Dates: 1951-1957
 Quantity: 2 post binders
 File Arrangement: Chronological
 Annual Accumulation: Discontinued

The Department of Mental Hygiene formerly administered a Central Farm which was transferred (1957) to the University of Maryland for use as an experimental farm. The Budget Control Records consist of two ledgers (1951-1957) which give debit and credit amounts and unexpended balances in various budget items.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
DEC. 18 1950
Andrew Steuker, Jr.
SECRETARY