

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

Hall of Records  
Commission

PAGE NO. 1

1. Requesting Agency <b>DEPARTMENT OF MENTAL HYGIENE</b>	2. Division or Bureau of Requesting Agency <b>DIETARY SERVICES</b>
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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. DAILY REPORT OF OPERATION

Form No.: DMH - D1, DMH - D2  
 Size: 8 1/2" x 14"  
 Dates: 1959 - -  
 Quantity: 4 cubic feet  
 File Arrangement: By institution and chronological therein  
 Annual Accumulation: 2 cubic feet (est.)

The Director of Food Service maintains cost control records for meals served to patients and employees of State mental hospitals. One of these records, the Daily Report of Operation, is prepared in each hospital and lists the menus served at each meal, quantities of each item served, unit and total cost of each item, the classification of the item served (vegetable, fruit, dairy, baked goods, or grocery), total patient population, and a recap of operation which includes totals for the day and to date on patient population, total food cost, cost per patient, budgeted food cost, budget cost per patient and the amount spent over or under the budget allowance. The form also includes a recap on employee feeding cost.

The Director retains the Reports for the last day of the month in a separate file by year and by institution. These are utilized in compiling certain control charts and in tracing food cost indices. Originals of the Daily Reports are retained by the hospitals. The Reports for the end of the month and all other Daily Reports retained in the Central Office are governed by the recommendation below:

**RECOMMENDATION: RETAIN END-OF-THE-MONTH DAILY REPORT FOR FIVE YEARS AND THEN DESTROY. RETAIN ALL OTHER DAILY REPORTS IN DEPARTMENTAL OFFICES FOR ONE YEAR AND THEN TRANSFER TO STATE RECORD CENTER. ~~RETAIN THERE FOR TWO ADDITIONAL YEARS AND THEN DESTROY.~~**

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*R. H. Barnes*  
Signature

Chief, Division of Administration  
and Finance

12/5/1960

Title

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

*Morris S. Osbell*

DEC 13 1960

*Ludwig H. ...*

Date

Archivist

Date

Secretary

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2. BUDGET FILE

Size: 8½" x 11"  
 Dates: 1957 - -  
 Quantity: 1 drawer (1½ cubic feet)  
 File Arrangement: By institution and therein by fund or position title

This file is composed of correspondence which relates to budget requests and data assembled to justify the requests. Other records in the file are concerned with planning and cost estimates on capital improvements within the food service program.

RECOMMENDATION: RETAIN CAPITAL IMPROVEMENTS RECORDS UNTIL COMPLETION OF PROJECT AND THEN DESTROY PROVIDED RECORDS ARE AT LEAST THREE YEARS OLD. RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

3. GENERAL CORRESPONDENCE

Size: 8½" x 11"  
 Dates: 1950 - -  
 Quantity: 1 drawer (1½ cubic feet)  
 File Arrangement: Alphabetical by name or subject

This file is composed of correspondence with institutional and Central Office staff and reference material such as catalogs and printed data needed for price information. The recommendation below applies only to correspondence. All other material is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 179) Annotated Code of Maryland, 1957 Edition, and may be destroyed when no longer needed.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. MONTHLY NUTRITION REPORT

Form No.: DMH - FS - 2 (will be changed to DMH-D4)  
 Size: 8½" x 11"  
 Dates: 1959 - -  
 Quantity: ¼ cubic foot  
 File Arrangement: By institution and by year

The Director utilizes this report to determine the dietary value of a typical day's menu served to patients in State mental hospitals. The form lists each food item served, the amount served, the caloric value of the serving, and various nutritional values. Originals of this report are retained by the institution. The recommendation below applies only to the reports retained in the Central Office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
PUBLIC WORKS

DEC 12 1960

*Andrew Steubek, Jr.*  
SECRETARY