

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

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

REIMBURSEMENTS PROGRAM - Estates Section

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.

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|-------------|---|---|
| 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. REQUESTS FOR NOTIFICATION OF ESTATE SETTLEMENT

Size: 8 1/2" x 11"
Dates: 1959 - -
Quantity: 3 cubic feet (est.)
File Arrangement: Chronological by date of death
Annual Accumulation: 2 cubic feet (est.)

The Estates Section queries Registers of Wills as to the settlement of estates of deceased patient, who had outstanding balances on their accounts. Letters of inquiry regarding each patient's estate are sent to his county of residence once a month for six months and thereafter once every four months for a period of two and one half years. The majority of these Requests for Notification are returned to the Department with negative replies. There is no follow-up on the filing of estate settlements after a three year period. The recommendation below applies only to the original negative replies received from the Registers of Wills. Subsequent negative replies may be 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. Affirmative replies become part of the Patient's Folder (Schedule 382, Item 1) and are governed by the recommendation for that item.

RECOMMENDATION: RETAIN FOR THREE 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

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

Monie S. Padoff
Archivist

DEC 17 1960
Date

Andrew Huleck Jr.
Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2. GENERAL FILE

Size: 8½" x 11"
Dates: 1951 - -
Quantity: 4 drawers
File Arrangement: By type of record

Records in this file have been separated into the following categories for purposes of description and retention:

A. Category Statements from hospitals re excess money in bank accounts - obsolete.
Inquiries from other states and data received from them

A. RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

B. Warrants (to 1954)

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

C. Category-Opinions of the Attorney General (1951-1955)

C. RECOMMENDATION: RETAIN AS LONG AS OPINIONS ARE IN EFFECT AND THEN DESTROY, PROVIDED THAT THEY ARE AT LEAST THREE YEARS OLD.

D. Category Financial Agreements for Hospitalization, Exceptions thereto (contracts).
Correspondence concerning county bills (charges, changes of residence, etc.) before and after the transfer of collection responsibility to the Department of Mental Hygiene
County bills prior to 1954 - issued by counties. Now utilized in estate proceedings.

D. RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

3. REIMBURSEMENT RECORDS AND BILLINGS

Size: 8½" x 11"
Dates: 1954 - 1958
Quantity: 16 cubic feet
File Arrangement: By type of record and chronological therein
Annual Accumulation: discontinued

This item is composed of several related files which are being retained by the Estates Section to facilitate its estate claims work. These files are:

| | |
|-----------------------------|--------------------|
| APPROVED BY SECRETARY | 1958 18 1900 |
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APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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|----------------|---|---|

Decision on Reimbursement Forms (D MH 350) - these were formerly in the possession of Baltimore City. They were prepared by State mental hospitals. Similar records are also filed for various counties for rate establishment purposes.

County control records - prepared by Central Office
County and Baltimore City bills - listing charges and payments

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

4. BALTIMORE CITY WELFARE DEPARTMENT LEDGER CARDS

Size: 8½" x 11"
 Dates: 1946-1959
 Quantity: 3 cubic feet
 File Arrangement: Alphabetical by name of patient
 Annual Accumulation: discontinued

These Ledger Cards were transferred to the Department of Mental Hygiene when it assumed the function of collecting funds for the maintenance of mental patients. These cards were maintained by the City of Baltimore prior to the installation of IBM tabulating equipment. These records are being retained by the Estates Section for use in filing claims against estates within a period of three years after a patient's demise.

RECOMMENDATION: RETAIN FOR TWELVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
DEC 15 1960
Andrew Healy, Jr.
SECRETARY