

**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 **PSYCHIATRIC EDUCATION AND TRAINING,**

3. Authorization Requested (Check only one of the squares below). **CHIEF, DIVISION OF**

- 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. PSYCHIATRIC EDUCATION AND TRAINING REPORTS, HOSPITAL CORRESPONDENCE AND HOSPITAL TRAINING PROGRAMS**

**Size: 8½" x 11" in legal drawers**  
**Dates: 1955 - -**  
**Quantity: 2 drawers (4 cubic feet)**  
**File Arrangement: Alphabetical by type of record**

**This file contains operating records which relate to the Director's supervision and coordination of the psychiatric education and training program administered through State Mental institutions. The file is divided into the following categories:**

**Reports - Consolidated Reports (monthly reports which give the number of course hours completed or in progress at each institution).**

**Typescript annual reports on program activities**  
**Monthly typescript reports on program activities**  
**Information copies of typescript reports received from other program directors.**

**Correspondence - Majority of this correspondence is with superintendents of mental institutions and relates to training programs.**

**Training program material - This category includes staff meeting minutes, course schedules from hospitals, training program statistics, and mimeographed material outlining coursework and programs in psychiatry.**

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

**APPROVED  
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

**Chief, Division of Administration and Finance**

**12/5/1960**

*R. K. Bann*  
Signature

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**

*Merrin S. Radloff*  
Archivist

**DEC 12 1960**

*Leuchman H. Huber*  
Secretary

Date

Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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2. GENERAL CORRESPONDENCE (CURRENT FILE)

Size: 8½" x 11" in legal-size drawer  
Quantity: 2 drawers (4 cubic feet)  
File Arrangement: Alphabetical by name or subject

This file is composed of the Director's correspondence with professional organizations and associations, mental hospitals, other State agencies, institutes (e.g. National Institute of Mental Health), and other Central Office staff members. Other material in the file includes:

- Monthly Average In-Patient Population Reports
- Data possessing continuing reference value such as patient treatment classifications
- Printed material filed under various subject headings

Printed material may be considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 Ed.) and may be destroyed. The recommendation below applies only to correspondence, reports and other records in the file.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. BUDGET FILE

Size: 8½" x 11"  
Dates: 1954 - -  
Quantity: 1 drawer (2 cubic feet)  
File Arrangement: Chronological by year and therein by institution

This file is composed of budget estimates received from institutions and workpapers concerned with budget preparation.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS

DEC 15 1960

*Andrew Healy, Jr.*  
SECRETARY