

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: **COMMISSIONER**

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 OF MENTAL HYGIENE ADVISORY BOARD

Size: 8½" x 11" notebooks
Dates: 1949 - -
Quantity: 2 notebooks
File Arrangement: Chronological by date of meeting

Minutes of the Mental Hygiene Advisory Board are filed in a notebook which contains originals and carbon copies for which there are no originals. The Minutes record the actions and decisions made by the Advisory Board. A second notebook contains both typed and mimeographed copies of meeting agenda.

RECOMMENDATION: RETAIN PERMANENTLY.

2. STAFF MEETING MINUTES

Size: 8½" x 11"
Dates: 1959 - -
Quantity: 1 notebook
File Arrangement: Chronological

Staff Meeting Minutes cover all subjects discussed at Central Office staff meetings. This set of minutes constitutes the Commissioner's mimeographed record copy. Other copies are distributed to staff members who participated in meetings. The recommendation below governs the Commissioner's record set. All other copies are 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 PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

John J. ... Commissioner | 1/24/1961 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.

2/7/1961 Date | *Morris S. ...* Archivist | FEB 13 Date | *...* Secretary

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(Continuation Sheet)

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3. GENERAL CORRESPONDENCE (GENERAL FILE)

Size: 8½" x 11"
 Dates: 1950 - -
 Quantity: 12 drawers and 2 cubic feet (total 26 cubic feet)
 File Arrangement: Alphabetical by name or subject
 Annual Accumulation: 2 cubic feet (est.)
 Index: Card index (1950 - -)

The Commissioner's General Correspondence File relates to the internal administration of the Central Office, supervision of all mental hospitals, and contact with other State agencies, professional organizations and associations, county offices, and the Federal government. In order to facilitate the retention and disposal of material in this file, it has been broken down into the following categories and a retention period specified for each. The recommendations below supersede the recommendation for General Correspondence in Schedule 275, Item 6:

- A. Printed and mimeographed material filed for information purposes under various name and subject headings. Most of this material is received from professional organizations and associations and may include letters of transmittal, acknowledgment, etc.
- A. RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL MATERIAL IS OBSOLETE AND THEN DESTROY.
- B. Records concerned with general administration; planning and implementation of programs; research and construction projects; and policy determination within both the Central Office and mental hospitals supervised by the Commissioner. Records in this category include but are not limited to correspondence, reports, worksheets, staff notes, and memos. State agency correspondence, although concerned primarily with internal administration and management, documents planning and studies by joint committees (e.g. correspondence with Departments of Health, State Planning, and Public Welfare). Other important correspondence is with program directors in the Central Office, superintendents of mental hospitals, and patients or patients' relatives in regard to complaints about treatment.
- B. RECOMMENDATION: RETAIN PERMANENTLY.
- C. Records concerned with the Commissioner's activities in the Southern Regional Education Board. The material includes papers given at Board meetings, routine correspondence relative to arrangements to attend meetings, program planning, etc.
- C. RECOMMENDATION: RETAIN PERMANENTLY ONE RECORD COPY OF ALL PAPERS GIVEN BY COMMISSIONER AND OTHER STAFF MEMBERS OF DEPARTMENT. RETAIN ALL OTHER MATERIAL FOR THREE YEARS OR UNTIL OBSOLETE AND THEN DESTROY.

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 BOARD OF PUBLIC WORKS
 FEB 13 1961
Andrew Steubert, Jr.

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D. Correspondence relating to public reaction to Department's policy of transferring colored inmates to Rosewood (1952).

D. RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO HALL OF RECORDS.

4. GENERAL CORRESPONDENCE (FORMER COMMISSIONER)

Size: 8 1/2" x 11"
Dates: 1940-1951
Quantity: 4 drawers (7 cubic feet)
File Arrangement: Alphabetical by name or subject
Index: None

This file was maintained by the Commissioner prior to the reorganization of the Department in 1949. Material in the file after that date overlaps the current General Correspondence file (Item 3) which dates from 1950.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO HALL OF RECORDS.

5. SPEECH AND LECTURE FILE

Size: 8 1/2" x 11"
Dates: 1948 - -
Quantity: 1 drawer (2 cubic feet)
File Arrangement: Alphabetical by subject

This file contains mimeographed speeches and lectures delivered by the Commissioner and other staff members of the Department.

RECOMMENDATION: RETAIN PERMANENTLY TWO RECORD COPIES. DESTROY ALL OTHERS WHEN NOT NEEDED FOR DISTRIBUTION PURPOSES.

6. INVESTIGATIONS OF STATE HOSPITALS

Size: 8 1/2" x 11"
Dates: 1935-1949
Quantity: 1/2 drawer (1 cubic foot)
File Arrangement: Chronological

This file contains material assembled by a former Commissioner in the course of institutional self-surveys and outside investigations of conditions at various State mental institutions. Specifically, the file includes newspaper clippings, reports by hospital superintendents, correspondence, and Survey Commission reports on conditions at Springfield and Spring Grove Hospitals (1936).

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FEB 13 1961

Archives stored in
SECRET

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7. MONTHLY AND ANNUAL REPORTS

Size: 8½" x 11"
Dates: 1951 - -
Quantity: 2 drawers and 2 notebooks (4 cubic feet)
File Arrangement: Chronological and by program or institution therein

This file contains monthly and annual reports received from program directors in the Central Office and superintendents of State mental hospitals. The monthly reports from hospital superintendents are concerned primarily with statistics on patient care and treatment and staff activities. The monthly reports are summarized in the annual reports but information appearing in these annual reports is not now included in the Department's printed annual report. A forthcoming change in the content of the printed annual report will necessitate the inclusion of information from the typed monthly reports. The recommendation below applies only to typed monthly and annual reports.

RECOMMENDATION: RETAIN PERMANENTLY. RETAIN ALL ANNUAL REPORTS IN DEPARTMENTAL OFFICES. RETAIN MONTHLY REPORTS UNTIL PREPARATION OF ANNUAL REPORT HAS BEEN COMPLETED. THEN TRANSFER TO STATE RECORD CENTER.

8. MOVEMENT OF PATIENT POPULATION REPORTS

Size: 8½" x 11", 8½" x 15", 8½" x 7"
Dates: 1950-55, Storeroom (6th floor)
1955 - - (General Correspondence File)
Quantity: 1½ drawers (3 cubic feet)
File Arrangement: By institution and chronological therein

These monthly reports summarize the movement of patient population by indicating the total number of patients in the following categories: patients on the books, admitted during the month, returned from parole during the month, discharges during the month, paroled during the month, and patients on the books at the end of the month. Letters of transmittal attached to these reports are also governed by the recommendation for this item. The recommendation below applies only to the Commissioner's copy of these reports.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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DEPARTMENT OF PUBLIC WORKS

FILE TO FILE

Andrew Steubert Jr.
SECRETARY

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9. ACCIDENT REPORTS

Size: 8½" x 11"
 Dates: 1955 - -
 Quantity: 1 drawer (2 cubic feet)
 File Arrangement: Chronological
 Annual Accumulation: ¼ cubic feet

This file contains accident reports received from Rosewood. These reports cover any accidental or other injury to patients in the institution. Accident reports for Rosewood and other mental hospitals are retained by the institution and are scheduled for micro-filming after retention for three years in original form. The micro-film copies are to be retained permanently. The recommendation below applies only to the copies retained by the Central Office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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FEB 13 1961

Ludrum Heuback, Jr.
SECRETARY

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9. ACCIDENT REPORTS

Size: 8 $\frac{1}{2}$ " x 11"
 Dates: 1955 - -
 Quantity: 1 drawer (2 cubic feet)
 File Arrangement: Chronological
 Annual Accumulation: $\frac{1}{2}$ cubic feet

This file contains accident reports received from Rosewood. These reports cover any accidental or other injury to patients in the institution. Accident reports for Rosewood and other mental hospitals are retained by the institution and are scheduled for micro-filming after retention for three years in original form. The micro-film copies are to be retained permanently. The recommendation below applies only to the copies retained by the Central Office.

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Andrew Heuback, Jr.
 SECRETARY