

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

SCHEDULE NO. **389**

PAGE NO. **1**

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency
**ASSISTANT COMMISSIONER AND HOSPITAL INSPECTION
AND LICENSURE**

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. HOSPITAL FILE

Size: 8½" x 11"

Dates: 1950 - -

Quantity: 1 drawer (2 cubic feet)

File Arrangement: Alphabetical within each major file category

The Hospital File relates to inspection and licensure of private mental institutions and to general administration of State mental hospitals. The portion of the file concerned with inspection and licensure consists of correspondence with institutions inspected, summarizing their status or deficiencies. The remainder of the file, specifically devoted to State hospital administration, contains the following general categories:

Administrative - directives, memos, and instructions to hospital superintendents

Procedures - informational bulletins received from hospitals

Reports - summarizing statistics on medical care of patients, medical services conferences, number of special treatments, examinations by consultants, outpatient clinic, and psychotherapy

Patient complaints - correspondence with superintendent and staff concerning individual patient complaints

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Joseph Klein
Signature

Assistant Commissioner

Title

1/31/1961

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

Miriam S. Radoff
Archivist

Date

Ludwig Stuhlik, Jr.
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
-------------	---	---

General - Correspondence with other State agencies and data on specific subjects relating to hospital administration.

A. RECOMMENDATION: RETAIN INSPECTION AND LICENSURE, AND HOSPITAL ADMINISTRATION RECORDS FOR TEN YEARS AND THEN DESTROY. TRANSFER PRESENT FILE TO STATE RECORD CENTER.

B. RECOMMENDATION: ALL OTHER RECORDS (PROCEDURES, REPORTS, PATIENT COMPLAINTS, AND GENERAL), RETAIN FOR THREE YEARS AND THEN DESTROY.

2. COMMITTEE FILE

Size: 8 1/2" x 11"
Dates: 1950 - -
Quantity: 1 drawer (2 cubic feet)
File Arrangement: Alphabetical by name of committee or organization

The Assistant Commissioner maintains contact and cooperates with professional committees and other organizations concerned with mental health problems. This file contains correspondence with and informational material received from such organizations as the American Psychiatric Association, Baltimore Council of Social Services, Mental Health Joint Planning Committee of Montgomery County.

Publications and informational material 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 they are no longer needed. The recommendation below applies to all other material in the file.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED BY	BOARD OF PUBLIC WORKS
FEB 13 1961	
<i>Andrew Steubert, Jr.</i>	
SECRETARY	

3. CORRESPONDENCE FILE

Size: 8 1/2" x 11"
Dates: 1950 - -
Quantity: 2 drawers (3 cubic feet)
File Arrangement: Alphabetical by name or subject

This file contains general correspondence, the majority of which is concerned with individual patients and their families. Such correspondence is presently being forwarded to mental institutions and filed there. Correspondence also relates to requests for information received from various sources. This file is being cut off and a new file will be maintained in its place. The recommendation below applies to the cut off file.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY. TRANSFER TO THE STATE RECORD CENTER.

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
-------------	---	---

4. GENERAL FILE

Size: 8½" x 11"
Dates: 1949-1953
Quantity: 1 drawer
File Arrangement: Alphabetical by name or subject
Disposable Amount: 1 drawer

This file, titled "Dr. Earl K. Holt - General File," contains general correspondence and reports received from Central Office staff and institutions. The records accumulated while Dr. Holt held the position of Assistant Commissioner. Similar material is currently filed in the Assistant Commissioner's Correspondence File (Item 3) and the Hospital File (Item 1).

RECOMMENDATION: DESTROY ACCUMULATION.

5. SPECIAL INVESTIGATION REPORTS

Size: 8½" x 11"
Dates: 1950 - -
Quantity: ¼ cubic foot
File Arrangement: Chronological

Investigation reports summarize pertinent information relative to specific conditions at mental hospitals throughout the State. Investigations are usually of an informal nature and are conducted by the Assistant Commissioner upon request of the Commissioner of Mental Hygiene. The original of each report is forwarded to the Commissioner for permanent retention and the Assistant Commissioner retains a copy. The recommendation below applies only to the Assistant Commissioner's copy.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. REPORT FILE (SECLUSION AND RESTRAINT, ACCIDENTS, ETC.)

Size: 8½" x 11"
Dates: 1949 - -
Quantity: 1 drawer (2 cubic feet)
File Arrangement: By institution and by year
Disposable Amount: 1 cubic foot

The Report File contains Seclusion and Restraint Reports from all State Mental Institutions. These reports summarize the number of hours spent in seclusion or restraint status. Other reports in the file are Patients' Report of Accident or Injury (Form 41), death reports, and fire reports.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

FEB 13 1961

Andrew Steubek, Jr.

SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
----------------	---	---

7.

REFERENCE FILE

Size: 8½" x 11"
Dates: 1953 - -
Quantity: 1 cubic foot
File Arrangement: Chronological

The Assistant Commissioner's Reference File contains opinions of the Attorney General on questions referred to him by the Department. These opinions have been transferred to the files of the Chief of the Division of Administration and Finance, where they will constitute the Department's record set and be retained permanently. The file also contains the Assistant Commissioner's copy of monthly activity reports submitted by him to the Commissioner of Mental Hygiene. These reports are considered non-record material (Article 41, Section 179, Annotated Code of Maryland, 1957 Edition) and may be destroyed when they are no longer needed.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

FEB 13 1961

Andrew Heuback, Jr.
SECRETARY