

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

SCHEDULE NO. 377
PAGE NO. 1

1. Requesting Agency: **DEPARTMENT OF MENTAL HYGIENE**
2. Division or Bureau of Requesting Agency: **FARM MANAGEMENT**

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. REPORT FILE (MONTHLY ACTIVITY, MONTHLY PATIENT, MONTHLY FOOD, ANNUAL, SPECIAL).

Size: 8 1/2" x 11"
Dates: 1951 - -
Quantity: 1 drawer
File Arrangement: By type of report and therein chronologically.

This file is composed of reports either received or prepared by the program director. Other reports, more closely related to production control, are described elsewhere in this schedule as Farm Production and Operating Records (Item 3). Reports consist of:

- Monthly Activity Reports - from program director to Commissioner
- Monthly Report of Patients' Farming Activities - gives breakdown of number of patients assigned to various projects at all institutions. Also summarizes movement of patients on farm assignments
- Cost of operation report - prepared at end of year for internal use
- Printed material on farm and conservation subjects

Other reports, although filed separately, are considered to be part of this item and are governed by the recommendation below. These reports are:

- Daily Activity Reports and itineraries - summarize program director's projected field trips
- Dietitian's Reports - obsolete

RECOMMENDATION: RETAIN PERMANENTLY THE YEAR-END COST OF OPERATION REPORTS. RETAIN ALL OTHER REPORTS FOR THREE YEARS AND THEN DESTROY.

7. Agency, Division or Bureau Representative

R. H. Barnes
Signature

Chief, Division of Administration
and Finance

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

Merrin S. Radloff
Archivist

DEC 15 1960
Date

Andrew Stulick
Secretary

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2. GENERAL FILE

Size: 8½" x 11"
Dates: 1954 - -
Quantity: 1 drawer (2 cubic feet)
File Arrangement: By type of record

The General File is composed of working records maintained for information purposes. Specifically, these records are:

- Notes taken at staff meetings
- Itinerary forms (schedules of field trips)
- Monthly Average In-Patient Population Reports
- Farm study data - includes correspondence and questionnaires sent to other states
- Surveys of farm operations

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. FARM PRODUCTION AND OPERATING RECORDS (FARM PRODUCTION SCHEDULES, FARM PRODUCTION AND PRICES, ETC.).

Size: 8½" x 11" and 8½" x 14" in legal drawers
Dates: 1951 - -
Quantity: 1 drawer (2 cubic feet)
File Arrangement: By type of record and chronological therein

This file is composed of farm production and operating records received from institutional farm managers or prepared by the Farm Management program director: Specifically, these records are:

- Narrative annual reports covering patient activities and food production (with attached summary operating statement)
- Monthly Farm Food Production Reports - summary report covering all institutions
- Farm Production Reports - institutional report giving detail on production of each type of crop
- Farm Commodity Price Lists
- Farm Operating Statements
- DMH Farm Veterinary Report
- DMH Crop Damage and Farm Food Spoilage Report - prepared by farm superintendent
- Milk Production Report - received monthly from each farm
- Barn-Milk Production Report (raw milk) - received monthly
- Dairy Herd Report - received monthly from each farm. Report relates to animals purchased, sold, slaughtered, died
- Herdsmen's Monthly Report (Herd Cows freshening during month)
- Dairy Herd Production and Milk Deliveries - summary for fiscal year
- Individual cow milk production records
- Production of Edible Food - for check on production in comparison to quota

(continued)

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PUBLIC WORKS

DEC 18 1960

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SECRETARY

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DMH Farm Sale or Transfer Record - for reporting sale or transfer of food crops or livestock feed

Information having continuing value will be summarized for use in charting trends in various activities.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. CORRESPONDENCE

Size: 8½" x 11"

Quantity: 1 drawer (2 cubic feet)

File Arrangement: By institution and therein by year

Dates: 1951 - -

This file is composed of the program director's correspondence with institutional personnel, particularly farm supervisors and business managers. The file also contains memos received from or sent to other Central Office staff members. The recommendation below applies to all correspondence except that containing specific information on capital improvements or land acquisitions and transfers. This correspondence, together with related maps and plats of institutional property is to be retained permanently.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

5. BUDGET FILE (GENERAL FILE OF SPECIAL ITEMS)

Size: 8½" x 11" and 8½" x 14" in legal files

Dates: 1952 - - -

Quantity: 1 drawer (2 cubic feet)

File Arrangement: By year and therein by institution

This file is composed of records which relate to budget preparation. These records include budget request forms, budget estimates (form 11-A), position requests initiated by institutional farm managers, recommended operating budget allowances, and various production schedules which project the value of crops to be produced during the fiscal year for which the budget is being prepared. Specific production schedules included in this item are:

- Dairy, Livestock, and Poultry Production Estimate
- Farm Food Crop Production Plan
- Farm Livestock Feed Production Schedule

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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HALL OF RECORDS COMMISSION

DEC 12 1950

Andrew H. ...

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6. CENTRAL FARM RECORDS

Size: 8½" x 14"
 Dates: 1951-1957
 Quantity: 1 drawer and 8 transfer files (18 cubic feet)
 File Arrangement: By fiscal year and therein by type of record
 Annual Accumulation: Discontinued
 Disposable Amount: 18 cubic feet
 Audit: State

The Central Farm was operated by the Department of Mental Hygiene before the Department transferred it to the University of Maryland in 1957. The Department retained certain production, budgeting, and accounting records, all of which are part of this file. Audit on all records has been completed. After the director of the farm management program has summarized certain information in these records, they will have no further value. Specific types of records include but are not limited to the following:

Receiving reports, Transmittals, Stock Record Cards (DMH Form p-1), Livestock Inventory Cards (BP Inv. 5-53), Requisitions, Certificates of Deposit, Receipts, and Milk Order Books

RECOMMENDATION: DESTROY ACCUMULATION.

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HALL OF RECORDS COMMISSION

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BOARD OF PUBLIC WORKS
DEC 13 1960
Andrew Steubek, Jr.
SECRETARY