

**TEST 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

**Administration and Finance**

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.

**(Residence Adviser)**

**1. CORRESPONDENCE - DEPORTATION AND TRANSFERS**

**Size: 8 1/2" x 11"**  
**Dates: 1954 - -**  
**Quantity: 1 drawer (1 1/2 cubic feet)**  
**File Arrangement: Chronological by year, and for special cases-alphabetical**  
**Disposal Amount: 1/2 cubic foot (estimated)**

**This file contains correspondence relating to the deportation or transfer of patients from Maryland to other states. This correspondence is with superintendants of Maryland mental hospitals and out-of-state institutions and is concerned with arrangements for the disposition of individual patients. A separate section of this file is composed of special cases--i.e. patients on whom the Department takes action on a recurring basis.**

**RECOMMENDATION: RETAIN FOR 10 YEARS. RETAIN IN DEPARTMENTAL OFFICES FOR 5 YEARS. THEN TRANSFER TO STATE RECORD CENTER AND RETAIN FOR 5 ADDITIONAL YEARS.**

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*R.H. Barnes*  
Signature

**Chief**

Title

**1/22/1962**

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.

*3/6/1962*  
Date

*Morris S. Duda*  
Archivist

*MAR 16 1962*  
Date

*Ludlow Stidley Jr*  
Secretary

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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**2. PAROLEES - TO MARYLAND AND FROM MARYLAND**

Size: 8½" x 11"  
Dates: 1953 - -  
Quantity: 1 drawer (1½ cubic feet)  
File Arrangement: By year (1959 - - )  
By patient (1953 - - )

This file contains correspondence with other states concerned with granting permission for out-of-state patients to visit Maryland (1959 - - ). Another portion of the file, arranged by name of patient, relates to recurring cases. A few cases are concerned with securing permission for Maryland patients to visit out-of-state locations.

RECOMMENDATION: RETAIN FOR 10 YEARS. RETAIN IN DEPARTMENTAL OFFICES FOR 5 YEARS. THEN TRANSFER TO STATE RECORD CENTER FOR 5 ADDITIONAL YEARS.

**3. STATE HOSPITAL TRANSFERS - CORRESPONDENCE CONCERNING PATIENTS**

Size: 8½" x 11"  
Dates: 1954 - -  
Quantity: 1 drawer (1½ cubic feet)  
File Arrangement: By institution and chronological therein  
Disposable Amount: ½ cubic feet

This file contains correspondence concerned with arranging for the transfer of patients from one mental hospital to another within the State of Maryland. A few folders are concerned with individual patients but the majority of folders contain correspondence pertaining to many patients. Copies of authorizations for transfer are usually included with correspondence on a particular patient.

RECOMMENDATION: RETAIN FOR 10 YEARS. RETAIN IN DEPARTMENTAL OFFICES FOR 5 YEARS. THEN TRANSFER TO STATE RECORD CENTER AND RETAIN FOR 5 ADDITIONAL YEARS.

**4. DEPORTATION AND TRANSFER CARD FILES**

Size: 3" x 5"  
Dates: 1945 - -  
Quantity: 1 double-tray card drawer (½ cubic feet)  
File Arrangement: Alphabetical by name of patient

This item is composed of two separate files--Deportation Cards and Transfers to Maryland Cards. Each card in these files pertains to an individual patient either deported to another state or transferred from another state to Maryland. Information shown on cards in both files is essentially the same. This information includes:

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MAR 16 1962

*Andrew Steubert, Jr.*  
SECRETARY

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name of patient, date, name of hospital, source of referral, date of admission, place from which admitted (city or county), place of residence, place of previous hospitalization, to whom referred, by whom accepted and the date, instructions given to hospital as to disposition of patient, and the final disposition of the patient.

RECOMMENDATION: RETAIN PERMANENTLY.

5. GENERAL FILE (no label)

Size: 8½" x 11"

Dates: 1959 - -

Quantity: ½ drawer (1 cubic foot)

File Arrangement: Alphabetical by name of patient

This file is composed of correspondence which relates generally to patient welfare, particularly situations involving transfers from one mental hospital to another. Other correspondence in the file is concerned with functions of the program which do not affect individual patients.

RECOMMENDATION: RETAIN FOR 10 YEARS. RETAIN IN DEPARTMENTAL OFFICES FOR 5 YEARS. THEN TRANSFER TO STATE RECORD CENTER FOR 5 ADDITIONAL YEARS.

6. COMMISSIONER'S DECISIONS REGARDING MAINTENANCE CHARGES

Size: 8½" x 11"

Dates: 1959 - -

Quantity: ½ drawer (1 cubic foot)

File Arrangement: Alphabetical by name of patient

Audit:

This file contains correspondence with local jurisdictions regarding determinations of patients' residence and copies of out-going decisions from the Commissioner of Mental Hygiene regarding responsibility of local jurisdictions for payment of maintenance charges. The Reimbursements Section also has copies of decisions on file since 1960. The recommendation below applies only to copies retained by the Residence Adviser.

RECOMMENDATION: RETAIN IN DEPARTMENTAL OFFICES FOR 3 YEARS OR UNTIL AUDITED, WHICHEVER IS LATER AND THEN TRANSFER TO THE STATE RECORD CENTER AND RETAIN FOR AN ADDITIONAL 7 YEARS. THEN DESTROY.

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*Andrew Steubert, Jr.*