

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

1. Requesting Agency: **MARYLAND STATE BOARD OF EXAMINERS OF NURSES**
2. Division or Bureau of Requesting Agency: *(Card made)*

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 RECORDATION FILE (Supersedes Item 5 of Schedule 341.)

Size: 3" x 5" cards
Quantity: Registered Nurses: 7 card drawers, active;
14 " " inactive.
Licensed Practical Nurses: 2 card drawers, active;
2 inactive
Dates: 1956...

Registered Nurses were required to re-register every two years, beginning in January 1956, and Licensed Practical Nurses beginning in January, 1957 (Annotated Code of Maryland, 1957 Edition as amended, Art. 43, Sec. 305). From 1956 to 1964, the cards were withdrawn from the file by hand, hand-stamped for each re-registration, and changes in status were hand-entered.

To simplify this procedure, beginning in 1964, a complete new card file has been prepared from the addressograph plates for each re-registration. As the re-registration fees are received, the receipt cards, to be sent to the registrants, and the file cards have been prepared from the plates in the same operation.

All files prepared for each two-year re-registration have no further value after expiration of the two-year period. They are nonrecord within the meaning of the statute governing nonrecord material and may be destroyed after preparation of the new re-registration file.

7. Agency, Division or Bureau Representative

Eleanor A. Reese RN
Signature

Executive Director
Title

May 22, 1967
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.

MAY 23 1967
Date

Marie S. Radloff
Archivist

1967
Date

Richard H. Hubert
Secretary

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SCHEDULE NO. **449**

PAGE NO. **1**

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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

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MAY 23 1967
Date

Morris S. Redell
Archivist

JUN 20 1967
Date

Andrew H. Hurlburt
Secretary