

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

SCHEDULE NO. 463
PAGE NO. 1

1. Requesting Agency: STATE BOARD OF DENTAL EXAMINERS
2. Division or Bureau of Requesting Agency:

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	<p>MINUTES OF THE PROCEEDINGS OF THE BOARD OF DENTAL EXAMINERS</p> <p>Size: 15" x 18½" x 1" (1884-1912) 8½" x 11" x 1"</p> <p>Quantity: 3 volumes Dates: May 24, 1884 File Arrangement: Chronological</p> <p>The Minutes of Proceedings contain the record of meetings in transacting business and establishing policy of the Board.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>APPLICATION FOR EXAMINATION TO PRACTICE DENTISTRY</p> <p>Size: 8½" x 11" two-fold forms Quantity: 4 file drawers, 4 transfiles Dates: 1922... File Arr.: Chronological, and alphabetical by name</p> <p>The application form gives name of applicant, date of birth, residence, name of dental college conferring his degree, the degree and year of graduation, the dates when applicant passed the required two examinations given by the National Board of the American Dental Association (ADA), years in practice elsewhere (if any) and place, former associations with other dentists, with space for notation of revoked or suspended license, conviction of crime or violation of dental laws (if any), and notarized signature of applicant. A fee of thirty dollars (\$30) must accompany the application. The back of the application is for the use of the Board, with space for grades, notation of passing or failing, and the date of licensing.</p> <p>Licenses are renewable annually, and applications have little reference value a few years after the last license renewal. The basic information</p>	(over)

7. Agency, Division or Bureau Representative
Henry A. Freeman, DDS Secretary *10/31/68*
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. NOV 8 1968 Date	Disposal Authorized as Indicated in Col. 6 by Board of Public Works. <i>Morris S. Radloff</i> Archivist <i>DEC 17 1968</i> Date <i>Secretary</i> Secretary
---	---

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

5. Description of Records

4
Item
No.

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.

(cont.) on the application is transcribed in the Dental Register, a permanent record.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER LATEST LICENSE RENEWAL, THEN DESTROY.

3 DENTAL LICENSE STUB BOOKS

Size: 9" x 13" x 1"
Quantity: 33 stub books
Dates: 1884...
File Arr.: Chronological
Audit: State

The license stubs are serialized on the backs of the stubs remaining in the book after the license has been issued. The stub gives name and address of licensee, number of certificate (license) issued and the date, college from which licensee graduated with space for remarks, and year of graduation.

The first stub is number 1 and was issued on July 15, 1884. It is suggested that the first stub book be retained by the Board as a sample of its early records. All other stub books may be disposed of according to the recommendation below.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

4 DENTAL REGISTER

Size: 8½" x 13" x 2"
Quantity: 2 vols.
Dates: 1884...
File Arr.: Internal:- Alphabetical by first letter of Registrant's last name, then by date of issuance of the license
External:- Chronological

The Register gives name of Registrant, date licensed, school from which he graduated and year of graduation, his address, and the license number.

This is the book of record for licensing of dentists to practice in Maryland, and it is permanently retained. (Annotated Code of Maryland, 1957 edition, as amended, Art. 32, Secs. 5-a and 10).

RECOMMENDATION: RETAIN PERMANENTLY.

5 APPLICATION FOR EXAMINATION TO PRACTICE DENTAL HYGIENE

Size: 8½" x 11" two-fold forms
Quantity: 2 file drawers
Dates: 1948...
File Arr.: Alphabetical by surname of applicant

The application form gives the name, date of birth, and residence of the applicant, school from which applicant is or will be graduated, year of graduation, degree conferred, date applicant passed examination required by the National Board, American Dental Association,

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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

3 (cont.)

registration in other states (if any), dates of practice and names of doctors employing applicant, revocation or suspension information, violation of Dental Laws (if any), and notarized signature of the applicant. Proof of graduation and two photos of the applicant certified by the dean of the school are also included and, in some cases, the 19M grade card. A fee of fifteen dollars (\$15) must accompany the application. The back of the application has space for the Application Number and identification of the applicant.

Licenses are renewable annually, and the application has little reference value a few years after the last license renewal. The basic information on the form is transcribed in the Register of Dental Hygienists, a permanent record (Item 6).

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LATEST LICENSE RENEWAL, THEN DESTROY.

6 REGISTER OF DENTAL HYGIENISTS

Size: 8" x 9" x 1"

Quantity: 1 vol.

Dates: 1948...

File Arr.: Alphabetical by first letter of Registrant's surname, then by date of issuance of license

The Register for Dental Hygienists gives name and address of registrant, school from which graduated, with date or class, the license number and its date of issuance (Annotated Code of Maryland, 1957 edition, as amended, Art. 32, Sec. 28-b).

RECOMMENDATION: RETAIN PERMANENTLY.

7 GENERAL FILE

Size: Letter size

Quantity: 2 transfiles

Dates: 1920...

File Arr.: Alphabetical by name or subject

The General File contains correspondence relating to the work of the Board with individuals, national, state and local agencies, associations and organizations. Audit reports and reports on grades given in examinations are also filed in the General File and are subject to Recommendation "B" below, while the balance of the file is subject to Recommendation "A".

Printed and mimeographed material found in this file is nonrecord and may be destroyed as soon as no longer required for the use of the office.

It is understood that general correspondence having continuing legal or administrative value to the operation of the office will be retained until such value ceases, after which such material will be disposed of under Recommendation "A" below.

RECOMMENDATION: A. RETAIN FOR THREE YEARS AFTER DATE, THEN DESTROY.
B. RETAIN AUDIT REPORTS AND GRADE REPORTS PERMANENTLY.

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
8	<p>LEDGER</p> <p>Size: 13" x 16" x 1" Quantity: 2 vols. Dates: 1900... File Arr.: Chron. Audit: State</p> <p>The Ledger from 1900 to 1948 gives receipts only, by date, source, and amount. Beginning in 1948, the Ledger gives receipts on the left-hand page and disbursements on the right. Budget control account numbers are shown.</p> <p>This record is considered the book of final entry and is to be retained permanently. (See Item 9).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9	<p>DAILY CASH RECEIPT BOOKS</p> <p>Size: 8 1/2" x 11" x 1" Quantity: 8 vols. Dates: May 1, 1951... File Arr.: Chron. Audit: State</p> <p>Income of the Board is from three sources: (1) registration, (2) examination fees, and (3) temporary and duplicate license fees. The entries in the Cash Receipt Books give the date, name of person, source of money, and amount of bank deposit carried forward.</p> <p>The Ledgers (Item 8) are the permanent books of account in which the information contained in the Cash Receipt Books is cumulated.</p> <p>The disposition of all other accounting records of the Board of Dental Examiners is provided for in Schedule No. 464.</p> <p>RECOMMENDATION: RETAIN CASH RECEIPT BOOKS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	