

File ✓

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Licensing and Enforcement

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
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1 HOSPITAL LICENSE APPLICATION FILE

Folders containing material pertaining to the licensing of hospitals and nursing, and convalescent homes. Each folder contains some or all of the following documents:

- Applications for Licenses
- General Hospital Schedule of Information
- Special Hospital Schedule of Information
- Copy of Licenses
- Field Worker Reports
- Annual Fire Inspection Report
- Annual Health Department Report

Folders are filed alphabetically by institution name.

RECOMMENDATION: CUT OFF EVERY TWO (2) YEARS; TRANSFER TO A STATE RECORDS CENTER; DESTROY FIFTEEN (15) YEARS AFTER LATEST LICENSE YEAR.

Schedule approved by Department, Agency or Division Representative

	Chief, Division of Licensing & Enforcement	March 5, 1974
Signature	Title	Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3/14/74	M. S. J.
Date	Archivist

3/20/74	
Date	Secretary