DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 619 A

PAGE NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health & Mental Hygiene - Mental Retardation Administration

AGENCY — DIVISION

Item No.	Description	Retention
2	General/Administrative Correspondence Files Arranged by subject files contain original incoming, copies of outgoing letters, memoranda, reports, studies, investigations, surveys, meeting notes and minutes, directives and other miscellaneous papers related to the Mental Retardation Administration.	Retain for three (3) years then destroy. Directives and other material relating to planning and policy that illustrate the development of the Administration, retain permanently for eventual transfer to the State Archives.

Schedule Approved by Department, Agency, or Division Representative

11/25/81 Edward Dalrowski Administrative Officer III

Date — Signature — Title

Schedule Authorized by Hall of Records Commission

Date — State Archivist