

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE


Commission on Medical Discipline

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MINUTES OF THE COMMISSION</u></p> <p>File contains minutes of the commission meetings covering the official acts of the commission with respect to investigations of patient complaints against physicians, court judgments, suspensions, revocations, and reprimands. Minutes are confidential, and arranged chronologically.</p>	Retain permanently.
2.	<p><u>FINDINGS OF FACT (Public Files)</u></p> <p>File series includes decisions concerning physicians brought before the board which are published in the <u>Maryland State Medical Journal</u>.</p>	Retain for ten (10) years after last entry, then destroy.
3.	<p><u>OPEN INVESTIGATION FILES</u></p> <p>Case files on physicians including Findings of Fact, hearing testimony, action taken, probation reports, lawyer's opinions, and evidence of malpractice.</p>	Retain for ten (10) years after last entry, then destroy.
4.	<p><u>CLOSED INVESTIGATION FILES</u></p> <p>Files contain records of hearings on accused physicians, reprimands, how decisions were reached, dismissal of charges, and judgments. File series is confidential, and arranged alphabetically by name.</p>	Retain for ten (10) years after last entry, then destroy.
5.	<p><u>MALPRACTICE INFORMATION FILES</u></p> <p>File series includes reports of professional liability by insurance companies. Forms contain names of insurer, incident reports, names of insured, summaries of case, dates, attorneys, costs and reviews by commission. Files are arranged chronologically, and are confidential.</p>	Retain for ten (10) years after last entry, then destroy.

Schedule approved by Department, Agency or Division Representative


Chairman
4/1/77
 Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/22/77
Edward C. [Signature]
Date
Secretary
 Date Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 674

PAGE
NO. 2 of 2

Item No.	Description	Retention
6.	<u>PERSONS INVESTIGATED</u> (card files) Cards contain names, addresses, incidents, dates, actions taken, amounts listed and liability. Cards are arranged alphabetically by name.	Retain for three (3) years, then destroy.
7.	<u>GENERAL CORRESPONDENCE FILES</u> Correspondence with state officials, local officials, associations and organizations pertaining to the business of the commission. Files include opinions of the Attorney General.	Retain opinions of the Attorney General permanently; retain all other files for three (3) years, then destroy.
8.	<u>ACCOUNTING LEDGER</u> Ledger contains accounts, fees, technical expenses and individual expenses.	Retain permanently.