DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1172A 2

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY	DIVISION
Medical Care Compliance Administration-DHMH	Division of Long-Term Care Long-Term Care Facilities

Item No.	Description	Retention
	This Amendment modifies Schedules 1172 by adding the following item:	
6	Nursing Home Provider Files	
	Records consist of general provider correspondence, L & C Complaint Record, Delmarva Quality Assurance Reports and DHMH 3873 (Placement Determination-ICF) DHMH 2991 (Policy Instruction Statement) DHMH 4345, 4345A, 4366 (PASARR)	Retain in office for 2 years then transfer to Records Center for Additional 4 years; then destroy.

Schedule Approved by Department, Agency, or Division Representative

Date	Signature	Title
12/18/91	Willard Dryan	Program Specialist

Schedule Authorized by Hall of Records Commission

Date	State Archivist
4/10/92	Edward C. Papenfuse

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1
1. DEPARTMENT/AGENCY DHMH/MCCA	2. DIVISION Long-Term Care	3. UNIT Long-Term Care Facilities

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Nursing Home Provider Files	1985 TO 1991

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Records consist of general provider correspondence, L & C Complaint Record, Delmarva Quality Assurance Reports and DHMH 3873 (Placement Determination-ICF) DHMH 2991 (Policy Instruction Statement) DHMH 4345, 4345A, 4366 (PASARR)

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☒ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) 4½ NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) 2 NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	2 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) DHMH, 201 W. Preston St., 2nd Floor Division of Long-Term Care	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☒ NO
15. ACCESS RESTRICTIONS ☒ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S) Subject to COMAR 10.01.08	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☒ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO	18. RECOMMENDED RETENTION Retain in office for 2 years then transfer to Records Center for additional 4 years; then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Willard Dixon Willard Dixon - Program Specialist	(410) 225-1716	December 13, 1991

DGS 550-4 (REVISED 2/87)