DGS-850-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1199

PAGE NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH – Deputy Secretary for Public Health Services – Resident Grievance System

AGENCY DIVISION

Item No.	Description	Retention
1.	**Grievance Records** This series includes case files from all grievances process during the fiscal year for patients in the twelve Mental Hygiene Administration facilities in compliance with the Coe Consent Decree. They are indexed by facility and patients' name.	Retain for a total of 10 years. Keep individual files in office until closed, plus a minimum of one year. Store at Record Center for remainder of 10 years.
2.	**Training Records** List of persons attending education and training inservices provided during the fiscal year by Rights Advisor.	Retain for a total of 10 years. Keep individual files in office until closed, plus a minimum of one year. Store at Record Center for remainder of 10 years.
3.	**Minutes of Clients' Rights Committee**	Retain Permanently.
4.	**Facility Correspondence** Any correspondence that is facility specific.	Cull files periodically. Destroy non-pertinent obsolete material. Retain pertinent material a total of 10 years. Keep pertinent material in office for a minimum of one year after becoming inactive. Store at Record Center for remainder of 10 years.
5.	**General Correspondence** Correspondence applicable to entire system.	Cull files periodically. Destroy non-pertinent obsolete material. Keep pertinent material for a total of 10 years. Keep pertinent material in office for a minimum of one year

Schedule Approved by Department, Agency, or Division Representative

7/17/89 Carolyn Bell Director
Date Signature Title

Schedule Authorized by Hall of Records Commission

8/14/89 [illegible]
Date State Archivist

32

PS-843

Fig. 8

DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1199

PAGE NO. 2 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH – Deputy Secretary for Public Health Services – Resident Grievance System

AGENCY DIVISION

Item No.	Description	Retention
6.	**Personnel Records** Records of former employees.	Retain for 1 year after becoming inactive and until all audit requirements have been fullfilled, then destroy.
7.	**R.G.S. Implementation Information** Documents pertinent to the implementation of the program following Coe Consent Decree.	Retain Permanently
8.	**Legal Assistance Provider Records** Quarterly reports from the external advocacy program.	Retain for 10 years. Store in office until record becomes inactive. Store in Record Center for remainder of 10 years.
9.	**Coe Board of Review** A. Minutes of Meetings, Appointments to Board, B. Correspondence.	Retain Permanently Cull files periodocally. Destroy non-pertinent obsolete material. Retain pertinent material permanently.

Schedule Approved by Department, Agency, or Division Representative

7/17/89 Carolyn Bell Director
Date Signature Title

Schedule Authorized by Hall of Records Commission

8/14/89 Edward [illegible]
Date State Archivist

32

PS-942

1199

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

1. DEPARTMENT/AGENCY: Department of Health & Mental Hygiene
2. DIVISION: Deputy Secretary for Public Health Services
3. UNIT: Resident Grievance System

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
1. Grievance Records

5. EARLIEST YEAR/LATEST YEAR: FY-1986 TO Present

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

Folder included entire file of grievances process which included: Resident Grievance System (RGS) Stage Sheets, Complaint Forms, Authorization to access records, progress notes, witness statements, investigation reports, and any correspondence pertaining to case.

Purpose: Original Documentation of complaints filed by patients residing in the twelve Mental Hygiene Administration facilities and their outcome in accordance with the Coe Consent Decree.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

10. ANNUAL ACCUMULATION
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

11. FILE IS USED
- [ ] DAILY
- [ ] WEEKLY
- [X] MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Herbert O'Connor Bldg., 4th. Floor - 201 W.Preston St., Room 422-A, Baltimore, Maryland

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S).
Health General S 4-302

16. AUDIT REQUIREMENTS
- [ ] NONE
- [ ] STATE
- [ ] FEDERAL
- [X] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [X] YES
- [ ] NO

Filed by facility, patient's name, case number.

18. RECOMMENDED RETENTION
Retain for a total of 10 years. Keep individual files in office until closed, plus a minimum of one year. Store at Record Center for remainder of 10 years.

19. NAME AND TITLE OF PREPARER: Carolyn Bell-Director
20. TELEPHONE NUMBER: 225-6888
21. DATE: 7/17/89

DGS 550-4 (REVISED 2/87)

Resident Grievance System

1199

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD W[illegible] RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Department of Health & Mental Hygiene
2. DIVISION: Deputy Secretary for Public Health Services
3. UNIT: Resident Grievance System

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: 2. Training Records
5. EARLIEST YEAR/LATEST YEAR: FY 1986 TO Present

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

RGS Training Form - Information on form reflects time spent, issue presented, and names of persons who participated in training.

7. RECORD SERIES FORMAT(S)
- XX LETTER SIZE
- [illegible]EGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- XX CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- XX FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

2 NUMBER

10. ANNUAL ACCUMULATION
- XX FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

2 NUMBER

11. FILE IS USED: ☐ DAILY ☐ WEEKLY XX MONTHLY

12. FILE BECOMES INACTIVE AFTER: 1 NUMBER ☐ MONTH(S) XX YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Herbert O'Connor Bldg., Room 422-A,
201 West Preston Street
Baltimore, Maryland

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES XX NO

15. ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S).

16. AUDIT REQUIREMENTS: ☐ NONE ☐ STATE ☐ FEDERAL XX INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

XX YES ☐ NO

Indexed by facility, date of training.

18. RECOMMENDED RETENTION

Retain for a total of 10 years. Keep individual files in office until closed, plus a minimum of one year. Store at Record Center for remainder of 10 years.

19. NAME AND TITLE OF PREPARER: Carolyn Bell - Director Resident Grievance System

20. TELEPHONE NUMBER: 225-6888

21. DATE: 7/17/89

DGS 350-4 (REVISED 2/87)

1199

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD W[illegible] 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

1. DEPARTMENT/AGENCY: Department of Health & Mental Hygiene

2. DIVISION: Deputy Secretary for Public Health Services

3. UNIT: Resident Grievance System

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: 3. Minutes of Clients Rights Committeee

5. EARLIEST YEAR/LATEST YEAR: FY-1986 TO Present

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

Minutes of meeting of the Clients Rights Committee.

7. RECORD SERIES FORMAT(S)
- XX LETTER SIZE
- [illegible]GAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- XX ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- XX FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

½ NUMBER

10. ANNUAL ACCUMULATION
- XX FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

½ NUMBER

11. FILE IS USED: ☐ DAILY ☐ WEEKLY XX MONTHLY

12. FILE BECOMES INACTIVE AFTER: 1 NUMBER ☐ MONTH(S) XXX YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Herbert O'Connor Bldg., Room 422-A,
201 West Preston Street
Baltimore, Maryland

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES XX NO

15. ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S).

16. AUDIT REQUIREMENTS: ☐ NONE ☐ STATE ☐ FEDERAL XX INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

XX YES ☐ NO

Indexed by facility and date of meeting.

18. RECOMMENDED RETENTION

Retain permanently.

19. NAME AND TITLE OF PREPARER: Carolyn Bell - Director Resident Grievance System

20. TELEPHONE NUMBER: 225-6888

21. DATE: 7/17/89

DGS 550-4 (REVISED 2/87)

1199

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD W[illegible] RECORDS RETENTION SCHEDULE (DGS 880-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7278 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 4 OF 9

1. DEPARTMENT/AGENCY
Department of Health & Mental Hygiene

2. DIVISION Deputy Secretary for Public Health Services

3. UNIT
Resident Grievance System

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
4. Facility Correspondence

5. EARLIEST YEAR/LATEST YEAR
FY-1986 TO Present

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

Any correspondence related specifically to a facility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
½ NUMBER
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
½ NUMBER
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
[ ] DAILY [ ] WEEKLY [X] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER [ ] MONTH(S) [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Herbert O'Connor Bldg., Room 422-A,
201 W. Preston Street, Baltimore, Maryland

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[ ] YES [X] NO

15. ACCESS RESTRICTIONS [ ] YES [X] NO
(IF YES, CITE LAW(S) & REGULATION(S).

16. AUDIT REQUIREMENTS
[ ] NONE [ ] STATE [ ] FEDERAL [X] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[X] YES [ ] NO

By facility and date.

18. RECOMMENDED RETENTION

Cull files periodically. Destroy non-pertinent obsolete material. Retain pertinent material a total of 10 years. Keep pertinent material in office for a minimum of one yr. after becoming inactive. Store at Record Center for remainder of 10 years.

19. NAME AND TITLE OF PREPARER
Carolyn Bell - Director
Resident Grievance System

20. TELEPHONE NUMBER
225-6888

21. DATE
7/17/89

DGS 880-4 (REVISED 2/87)

1199

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD W[illegible] RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Department of Health & Mental Hygiene

2. DIVISION: Deputy Secretary for Public Health Services

3. UNIT: Resident Grievance System

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. General Correspondence

5. EARLIEST YEAR/LATEST YEAR: FY-1986 TO Present

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

Any correspondence related to the Resident Grievance System that is not facility specific.

7. RECORD SERIES FORMAT(S)
- XX☐ LETTER SIZE
- ☐ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- XXX☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- XX☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

2 NUMBER

10. ANNUAL ACCUMULATION
- XX☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

2 NUMBER

11. FILE IS USED
☐ DAILY XX☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER ☐ MONTH(S) XX☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Herbert O'Connor, Room 422-A.,
201 W. Preston Street
Baltimore, Md.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES XX☐ NO

15. ACCESS RESTRICTIONS ☐ YES XX☐ NO
(IF YES, CITE LAW(S) & REGULATION(S).

16. AUDIT REQUIREMENTS
XX☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES XX NO

18. RECOMMENDED RETENTION

Cull files periodically. Destroy non-pertinent obsolete material. Keep pertinent material for a total of 10 years. Keep pertinent material in office for a minimum of one year.

19. NAME AND TITLE OF PREPARER: Carolyn Gill Director Resident Grievance System

20. TELEPHONE NUMBER: 225-6888

21. DATE: 7/17/89

1149

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD W[illegible] 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

1. DEPARTMENT/AGENCY: Department of Health & Mental Hygiene

2. DIVISION: Deputy Secretary for Public Health Services

3. UNIT: Resident Grievance System

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: 6. Personnel Records

5. EARLIEST YEAR/LATEST YEAR: FY-1986 TO Present

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

Personnel file of all former employees.
Job applications submitted by prospective.
Timekeeping records.

7. RECORD SERIES FORMAT(S)
- XX LETTER SIZE
- [illegible]EGAL SIZE
- BOUND BOOK
- AUDIO TAPE
- OTHER(SPECIFY)
- MICROFILM
- COMPUTER TAPE
- FLOPPY DISK
- VIDEO TAPE

8. RECORD SERIES SEQUENCE
- XX ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME
- XX FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

½ NUMBER

10. ANNUAL ACCUMULATION
- XXX FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

½ NUMBER

11. FILE IS USED
- DAILY
- XX WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- MONTH(S)
- XX YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Herbert O'Connor Bldg., Room 422-A,
201 W. Preston Street
Baltimore, Maryland

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- XX YES
- NO (Personnel Office)

15. ACCESS RESTRICTIONS
- XXX YES
- NO
(IF YES, CITE LAW(S) & REGULATION(S).

16. AUDIT REQUIREMENTS
- XXX NONE
- STATE
- FEDERAL
- INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- YES
- XX NO

18. RECOMMENDED RETENTION

Retain for 1 year after becoming inactive and until all audit requirements have been fullfilled, then destroy.

19. NAME AND TITLE OF PREPARER: Carolyn Bell-Director Resident Grievance System

20. TELEPHONE NUMBER: 225-6888

21. DATE: 7/17/89

1199

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD W[illegible] RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Department of Health & Mental Hygiene

2. DIVISION: Deputy Secretary for Public Health Services

3. UNIT: Resident Grievance System

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: 7. R.G.S. Implementation Information

5. EARLIEST YEAR/LATEST YEAR: FY ~~1986~~ TO ~~Present~~

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

All documents regarding the creation and implementation of the Resident Grievance System.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED
- [ ] DAILY
- [ ] WEEKLY
- [X] MONTHLY

12. FILE BECOMES INACTIVE AFTER
6 NUMBER [X] MONTH(S) [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Herbert O'Conor Bldg., Room 422-A
201 W. Preston Street,
Baltimore, Maryland

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[ ] YES [X] NO

15. ACCESS RESTRICTIONS [ ] YES [X] NO
(IF YES, CITE LAW(S) & REGULATION(S).

16. AUDIT REQUIREMENTS
[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [X] NO

18. RECOMMENDED RETENTION
Retain permanently

19. NAME AND TITLE OF PREPARER: Carolyn Bell - Director Resident Grievance System

20. TELEPHONE NUMBER: 225-6888

21. DATE: 7/17/89

DGS 330-4 (REVISED 2/87)

1199

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Department of Health & Mental Hygiene

2. DIVISION: Deputy Secretary for Public Health Services

3. UNIT: Resident Grievance System

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: 8. Legal Assistance Provider Records

5. EARLIEST YEAR/LATEST YEAR: FY-1986 TO Present

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

Quarterly Reports of all cases handled by the external advocates which are under contract to the State.

7. RECORD SERIES FORMAT(S)
- XX LETTER SIZE
- ☐ MICROFILM
- ☐ LEGAL SIZE
- ☐ COMPUTER TAPE
- ☐ BOUND BOOK
- ☐ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- XX CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- XX FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

2 NUMBER

10. ANNUAL ACCUMULATION
- XX FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

2 NUMBER

11. FILE IS USED: ☐ DAILY ☐ WEEKLY XX MONTHLY

12. FILE BECOMES INACTIVE AFTER: 1 NUMBER ☐ MONTH(S) XX YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Herbert O'Connor Building, Room 422-A,
201 W. Preston Street
Baltimore, Maryland

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES XX NO Maryland Disability Law Center

15. ACCESS RESTRICTIONS ☐ YES XX NO
(IF YES, CITE LAW(S) & REGULATION(S).

16. AUDIT REQUIREMENTS
☐ NONE XX STATE ☐ FEDERAL XX INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES XX NO

18. RECOMMENDED RETENTION

Retain for 10 years. Store in office until record becomes inactive. Store in Record Center for remainder of 10 years.

19. NAME AND TITLE OF PREPARER: Carolyn Bell-Director Resident Grievance System

20. TELEPHONE NUMBER: 225-6888

21. DATE: 7/17/89

DGS 350-4 (REVISED 2/87)

1199

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
7278 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY: Department of Health & Mental Hygiene

2. DIVISION: Deputy Secretary for Public Health Services

3. UNIT: Resident Grievance System

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: 9. Coe Board of Review

5. EARLIEST YEAR/LATEST YEAR: FY-1986 TO Present

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

Minutes of Meeting, Appointments to Board, Correspondence.

7. RECORD SERIES FORMAT(S)
- XX [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- XX [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 1

10. ANNUAL ACCUMULATION
- XXX [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 1

11. FILE IS USED
- [ ] DAILY
- [ ] WEEKLY
- XX [X] MONTHLY

12. FILE BECOMES INACTIVE AFTER NUMBER 1
- [ ] MONTH(S)
- XX [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Herbert O'Conor Bldg., 4th. Floor - 201 W. Preston Street, Room 422-A, Baltimore, Maryland

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- XX [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- XX [X] NO

(IF YES, CITE LAW(S) & REGULATION(S).

16. AUDIT REQUIREMENTS
- XX [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- XX [X] NO

18. RECOMMENDED RETENTION

Retain Permanently
Cull files periodically. Destroy non-pertinent obsolete material. Retain pertinent material permanently.

19. NAME AND TITLE OF PREPARER: Carolyn Bell Director Resident Grievance System

20. TELEPHONE NUMBER: 225-6888

21. DATE: 7/17/89

DGS 550-4 (REVISED 2/87)