DGS - 550 - 1

REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1236



Maryland Office on Aging — Division: Long Term Care

| Agency | | Division |
|---|---|---|
| Item No. | Description | Retention |
| 1 | General Information Files | |
| | These files contain information about long term care issues and services both within and outside of Maryland | Retain for 1 year, then screen and destroy outdated information |
| 2 | Division Administration | |
| | These files contain information relevant to the management of the division programs, including budget information, staff assignments, etc. | Retain for 1 year then screen and destroy any files not needed for normal business or as archival material |
| 3 | General Correspondence Files | |
| | These files contain correspondence produced and received by the division. | Retain for 1 year, then screen and destroy documents not needed for normal business |
| 4 | Senior Coordinated Community Care (SCCC) files | |
| | These files contain information essential for the the operation of the SCCC program. | Retain 3 years, then screen and destroy files not needed for program operation or archives |
| 5 | Public Guardianship Program Files | |
| | These files contain information needed for the operation of the Public Guardianship program. | Retain 3 years, then destroy |
| 6 | Public Guardianship Client Files | |
| | These files contain medial, psychological and other information about persons for whom the Director of the Office on Aging is the court-appointed guardian of the person, or is expected to be appointed Guardian of the Person. | Retain permanently. Transfer periodically to state archives. |
| 7 | Ombudsman Program Files | |
| | These files contain information about the operation of the Maryland Long Term Care Ombudsman Program. | Retain 3 years, then destroy |
| 8 | Ombudsman Complaint Files | |
| | These files contain written records of complaints filed by or on behalf of nursing home residents. Information is confidential. | Retain Permanently. Transfer periodically to state archives. |

- continued-

Schedule Approved by Department, Agency or Division Representative

| Date | Signature | Title |
|---|---|---|
| 7/26/90 | DL Wassman | Dep. Dir. |

Schedule Authorized by:

| Date | Signature |
|---|---|
| 8/4/90 | [illegible] |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

| Item No. | Description | Retention |
|---|---|---|
| 9 | <u>Senior Life Enrichment Program Files</u><br><br>These files contain information necessary for the operation of the Life Enrichment Program. | Retain for 3 years, then destroy |
| | -Last Item- | |

| 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<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY<br>PAGE 1 OF 9 |
|---|---|---|
| 1. DEPARTMENT/AGENCY<br>Maryland Office on Aging | 2. DIVISION<br>Long Term Care | 3. UNIT |

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 |
|---|---|
| General Information Files | 1987 TO 1990 |

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

These files contain information about long term care issues and services, both within and outside of Maryland.

| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
|---|---|---|
| ☒ LETTER SIZE ☐ MICROFILM<br>☐ LEGAL SIZE ☐ COMPUTER TAPE<br>☐ BOUND BOOK ☐ FLOPPY DISK<br>☐ AUDIO TAPE ☐ VIDEO TAPE<br>☐ OTHER(SPECIFY) | ☐ ALPHABETICAL<br>☐ NUMERICAL<br>☐ CHRONOLOGICAL<br>☐ GEOGRAPHICAL<br>☒ OTHER(SPECIFY)<br>category | ☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>5 NUMBER ☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |
| | | 10. ANNUAL ACCUMULATION<br>☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>3 NUMBER ☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |

| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER |
|---|---|
| ☒ DAILY ☐ WEEKLY ☐ MONTHLY | 1 NUMBER ☐ MONTH(S) ☒ YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)<br>301 West Preston<br>Room 1004 | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)<br>☐ YES ☒ NO |
| 15. ACCESS RESTRICTIONS ☐ YES ☒ NO<br>(IF YES, CITE LAW(S) & REGULATION(S) | 16. AUDIT REQUIREMENTS<br>☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES ☒ NO | 18. RECOMMENDED RETENTION<br>Retain for 1 year, then screen and destroy outdated information |

| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE |
|---|---|---|
| Suzanne Bosstick<br>Chief, Long Term Care | 301-225-1083 | 5/10/90 |

| INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1) | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY<br>PAGE 2 OF 9 |
|---|---|---|

| 1. DEPARTMENT/AGENCY | 2. DIVISION | 3. UNIT |
|---|---|---|
| Maryland Office on Aging | Long Term Care | |

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 |
|---|---|
| Division Administration | 1986 TO 1990 |

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

These files contain information relevant to the management of the division's programs, including budget information, staff assignments, etc.

| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
|---|---|---|
| ☒ LETTER SIZE ☐ MICROFILM<br>☐ LEGAL SIZE ☐ COMPUTER TAPE<br>☐ BOUND BOOK ☐ FLOPPY DISK<br>☐ AUDIO TAPE ☐ VIDEO TAPE<br>☐ OTHER(SPECIFY) | ☐ ALPHABETICAL<br>☐ NUMERICAL<br>☐ CHRONOLOGICAL<br>☐ GEOGRAPHICAL<br>☒ OTHER(SPECIFY)<br>category | ☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>1/2 NUMBER ☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |
| | | 10. ANNUAL ACCUMULATION<br>☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>1/4 NUMBER ☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |

| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER |
|---|---|
| ☒ DAILY ☐ WEEKLY ☐ MONTHLY | 1 NUMBER ☐ MONTH(S) ☒ YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)<br>301 West Preston<br>Room 1004 | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)<br>☐ YES ☒ NO |
| 15. ACCESS RESTRICTIONS ☐ YES ☒ NO<br>(IF YES, CITE LAW(S) & REGULATION(S) | 16. AUDIT REQUIREMENTS<br>☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES ☒ NO | 18. RECOMMENDED RETENTION<br>Retain for 1 year then screen and destroy any files not needed for normal business or as archival material |

| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE |
|---|---|---|
| Suzanne Bosstick<br>Chief, Long Term Care | 301-225-1083 | 5/10/90 |

| 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<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY<br>PAGE 3 OF 9 |
|---|---|---|

| 1. DEPARTMENT/AGENCY | 2. DIVISION | 3. UNIT |
|---|---|---|
| Maryland Office on Aging | Long Term Care | |

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 |
|---|---|
| General Correspondence Files | 1986 TO 1990 |

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

These files contain correspondence produced and received by the division.

| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
|---|---|---|
| ☒ LETTER SIZE ☐ MICROFILM<br>☐ LEGAL SIZE ☐ COMPUTER TAPE<br>☐ BOUND BOOK ☐ FLOPPY DISK<br>☐ AUDIO TAPE ☐ VIDEO TAPE<br>☐ OTHER(SPECIFY) | ☐ ALPHABETICAL<br>☐ NUMERICAL<br>☐ CHRONOLOGICAL<br>☐ GEOGRAPHICAL<br>☒ OTHER(SPECIFY)<br>category | 1 NUMBER<br>☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |
| | | 10. ANNUAL ACCUMULATION<br>1 NUMBER<br>☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |

| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER |
|---|---|
| ☒ DAILY ☐ WEEKLY ☐ MONTHLY | 1 NUMBER ☐ MONTH(S) ☒ YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)<br>301 West Preston<br>Room 1004 | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)<br>☐ YES ☒ NO |
| 15. ACCESS RESTRICTIONS ☐ YES ☒ NO<br>(IF YES, CITE LAW(S) & REGULATION(S) | 16. AUDIT REQUIREMENTS<br>☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES ☒ NO | 18. RECOMMENDED RETENTION<br>Retain for 1 year, then screen and destroy documents not needed for normal business |

| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE |
|---|---|---|
| Suzanne Bosstick<br>Chief, Long Term Care | 225-1083 | 5/10/90 |

| 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<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY<br>PAGE 4 OF 9 |
|---|---|---|
| 1. DEPARTMENT/AGENCY<br>Maryland Office on Aging | 2. DIVISION<br>Long Term Care | 3. UNIT<br>Community Care |

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 |
|---|---|
| Senior Coordinated Community Care (SCCC) Files | 1987 TO 1990 |

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

These files contain information essential for the operation of the SCCC program.

| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
|---|---|---|
| ☒ LETTER SIZE ☐ MICROFILM<br>☐ LEGAL SIZE ☐ COMPUTER TAPE<br>☐ BOUND BOOK ☐ FLOPPY DISK<br>☐ AUDIO TAPE ☐ VIDEO TAPE<br>☒ OTHER(SPECIFY)<br>computer hard drive | ☒ ALPHABETICAL<br>☐ NUMERICAL<br>☐ CHRONOLOGICAL<br>☐ GEOGRAPHICAL<br>☐ OTHER(SPECIFY) | ☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>24 NUMBER ☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY)<br><br>10. ANNUAL ACCUMULATION<br>☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>1 NUMBER ☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |

| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER |
|---|---|
| ☒ DAILY ☐ WEEKLY ☐ MONTHLY | 3 NUMBER ☐ MONTH(S) ☒ YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)<br>301 West Preston<br>Room 1004 | 14. IS RECORD SERIES DUPLICATED ELSEWHERE?<br>(IF YES, SPECIFY AGENCY OR OFFICE)<br>☐ YES ☒ NO |
| 15. ACCESS RESTRICTIONS ☐ YES ☒ NO<br>(IF YES, CITE LAW(S) & REGULATION(S) | 16. AUDIT REQUIREMENTS<br>☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES ☒ NO | 18. RECOMMENDED RETENTION<br>Retain 3 years, then screen and destroy files not needed for program operation or archives |

| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE |
|---|---|---|
| Suzanne Bosstick<br>Chief, Long Term Care | 301-225-1083 | 5/10/90 |

| 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<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY<br>PAGE 5 OF 9 |
|---|---|---|
| 1. DEPARTMENT/AGENCY<br>Maryland Office on Aging | 2. DIVISION<br>Long Term Care | 3. UNIT Institutional/ Protective Service |

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 |
|---|---|
| Public Guardianship Program Files | 1976 TO 1990 |

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

These files contain information needed for the operation of the Public Guardianship program.

| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
|---|---|---|
| ☐ LETTER SIZE ☐ MICROFILM<br>☐ LEGAL SIZE ☐ COMPUTER TAPE<br>☐ BOUND BOOK ☐ FLOPPY DISK<br>☐ AUDIO TAPE ☐ VIDEO TAPE<br>☐ OTHER(SPECIFY) | ☐ ALPHABETICAL<br>☐ NUMERICAL<br>☐ CHRONOLOGICAL<br>☐ GEOGRAPHICAL<br>☒ OTHER(SPECIFY)<br>category | ☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>4 NUMBER ☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |
| | | 10. ANNUAL ACCUMULATION<br>☒ FILE DRAWER(S)<br>1/2 NUMBER ☐ MICROFILM REEL(S)<br>☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |

| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER(Permanent) |
|---|---|
| ☒ DAILY ☐ WEEKLY ☐ MONTHLY | NUMBER ☐ MONTH(S) ☐ YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)<br>301 West Preston Street<br>Room 1004 | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)<br>☐ YES ☒ NO |
| 15. ACCESS RESTRICTIONS ☐ YES ☒ NO<br>(IF YES, CITE LAW(S) & REGULATION(S) | 16. AUDIT REQUIREMENTS<br>☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES ☒ NO | 18. RECOMMENDED RETENTION<br>Retain 3 years, then destroy |

| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE |
|---|---|---|
| Suzanne Bosstick<br>Chief, Long Term Care | 301-225-1083 | 5/10/90 |

| 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<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY<br>PAGE 6 OF 9 |
|---|---|---|
| 1. DEPARTMENT/AGENCY<br>Maryland Office on Aging | 2. DIVISION<br>Long Term Care | 3. UNIT Institutional/ Protective Service |

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 |
|---|---|
| Public Guardianship Client Files | 1980 TO 1990 |

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

These files contain medial, psychological and other informaton about persons for whom the Director of the Office on Aging is the court-appointed guardian of the person, or is expected to be appointed Guardian of the Person

| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME | 10. ANNUAL ACCUMULATION |
|---|---|---|---|
| ☐ LETTER SIZE ☐ MICROFILM<br>☐ LEGAL SIZE ☐ COMPUTER TAPE<br>☐ BOUND BOOK ☐ FLOPPY DISK<br>☐ AUDIO TAPE ☐ VIDEO TAPE<br>☐ OTHER(SPECIFY) | ☒ ALPHABETICAL<br>☐ NUMERICAL<br>☐ CHRONOLOGICAL<br>☐ GEOGRAPHICAL<br>☐ OTHER(SPECIFY) | ☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>3 NUMBER ☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) | ☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>1/2 NUMBER ☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY) |

| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER (termination) |
|---|---|
| ☒ DAILY ☐ WEEKLY ☐ MONTHLY | NUMBER ☐ MONTH(S) ☐ YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)<br>301 West Preston Street | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)<br>☐ YES ☒ NO |
| 15. ACCESS RESTRICTIONS ☐ YES ☐ NO<br>(IF YES, CITE LAW(S) & REGULATION(S)<br>State Gov't Art. Title 10 | 16. AUDIT REQUIREMENTS<br>☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES ☒ NO | 18. RECOMMENDED RETENTION<br>Retain permanently. Transfer periodically to state archives. |

| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE |
|---|---|---|
| Suzanne Bosstick<br>Chief, Long Term Care | 301-225-1083 | 5/10/90 |

| 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<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY<br>PAGE 7 OF 9 |
|---|---|---|
| 1. DEPARTMENT/AGENCY<br>Maryland Office on Aging | 2. DIVISION<br>Long Term Care | 3. UNIT Institutional/ Protective Service |

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 |
|---|---|
| Ombudsman Program Files | 1984 TO 1990 |

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

These files contain information about the operation of the Maryland Long Term Care Ombudsman Program.

| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
|---|---|---|
| [X] LETTER SIZE [ ] MICROFILM<br>[ ] LEGAL SIZE [ ] COMPUTER TAPE<br>[ ] BOUND BOOK [ ] FLOPPY DISK<br>[ ] AUDIO TAPE [ ] VIDEO TAPE<br>[ ] OTHER(SPECIFY) | [X] ALPHABETICAL<br>[ ] NUMERICAL<br>[ ] CHRONOLOGICAL<br>[ ] GEOGRAPHICAL<br>[ ] OTHER(SPECIFY) | [X] FILE DRAWER(S)<br>[ ] MICROFILM REEL(S)<br>11 NUMBER [ ] COMPUTER TAPE(S)<br>[ ] OTHER(SPECIFY) |
| | | 10. ANNUAL ACCUMULATION<br>[ ] FILE DRAWER(S)<br>[ ] MICROFILM REEL(S)<br>NUMBER [ ] COMPUTER TAPE(S)<br>[ ] OTHER(SPECIFY) |

| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER |
|---|---|
| [X] DAILY [ ] WEEKLY [ ] MONTHLY | NUMBER [ ] MONTH(S) [ ] YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)<br>301 West Preston Street<br>Rm 1004 | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)<br>[ ] YES [X] NO |
| 15. ACCESS RESTRICTIONS [ ] YES [X] NO<br>(IF YES, CITE LAW(S) & REGULATION(S) | 16. AUDIT REQUIREMENTS<br>[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>[ ] YES [X] NO | 18. RECOMMENDED RETENTION<br>Retain 3 years, then destroy |

| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE |
|---|---|---|
| Suzanne Bosstick<br>Chief, Long Term Care | 301-225-1083 | 5/10/90 |

| 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<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY<br>PAGE 8 OF 9 |
|---|---|---|
| 1. DEPARTMENT/AGENCY<br>Maryland Office on Aging | 2. DIVISION<br>Long Term Care | 3. UNIT Institutional/ Protective Services |

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 |
|---|---|
| Ombudsman Complaint Files | 1976 TO 1990 |

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

These files contain written records of complaints filed by or on behalf of nursing home residents. Information is confidential

| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
|---|---|---|
| ☐ LETTER SIZE ☐ MICROFILM<br>☐ LEGAL SIZE ☐ COMPUTER TAPE<br>☐ BOUND BOOK ☐ FLOPPY DISK<br>☐ AUDIO TAPE ☐ VIDEO TAPE<br>☐ OTHER(SPECIFY) | ☒ ALPHABETICAL<br>☐ NUMERICAL<br>☐ CHRONOLOGICAL<br>☐ GEOGRAPHICAL<br>☐ OTHER(SPECIFY) | ☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY)<br>2 NUMBER |
| | | 10. ANNUAL ACCUMULATION<br>☒ FILE DRAWER(S)<br>☐ MICROFILM REEL(S)<br>☐ COMPUTER TAPE(S)<br>☐ OTHER(SPECIFY)<br>1/2 NUMBER |

| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER (case closed) |
|---|---|
| ☒ DAILY ☐ WEEKLY ☐ MONTHLY | NUMBER ☐ MONTH(S) ☐ YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)<br>301 West Preston Street<br>Rm 1004 | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)<br>☐ YES ☒ NO |
| 15. ACCESS RESTRICTIONS ☒ YES ☐ NO<br>(IF YES, CITE LAW(S) & REGULATION(S) Older Americans Act Regs 1321.5(d) 1321.11( ) | 16. AUDIT REQUIREMENTS<br>☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES ☒ NO | 18. RECOMMENDED RETENTION<br>Retain Permanently. Transfer periodically to state archives. |

| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE |
|---|---|---|
| Suzanne Bosstick<br>Chief, Long Term Care | 301-225-1083 | 5/10/90 |

DGS 550-1 (REVISED 3/87)

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: Maryland Office on Aging

2. DIVISION: Long Term Care

3. UNIT: Institutional/ Protective Services

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: Senior Life Enrichment Program Files

5. EARLIEST YEAR/LATEST YEAR: 1988 TO 1990

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

These files contain information necessary for the operation of the Life Enrichment Program.

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

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☒ OTHER(SPECIFY): category

9. VOLUME
- ☒ 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)

1 NUMBER

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
301 West Preston
Room 1004

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))

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 for 3 years, then destroy

RECEIVED

19. NAME AND TITLE OF PREPARER
Suzanne Bosstick
Chief, Long Term Care

20. TELEPHONE NUMBER
301-225-1083

21. DATE
5/10/90