

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1394A-1

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH - Medical Care Compliance Administration Div. of Utilization & Eligibility Review

AGENCY

DIVISION

Item No.	Description	Retention
5.	<p>ADDENDUM TO SCHEDULE 1394 dated 9/11/91 <u>Diabetes Care Records</u></p> <p>This series contains records of voluntary enrollments in the Diabetes Care Program. Each individual file contains the recipient's enrollment form, chronological narrative, and documentation of utilization of the Program's benefits.</p>	<p>Retain in office for (2) two years after closure and until all audit requirements have been fulfilled, then send to the State Records Center for (4) four years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

4/2/93 *Rosalie Koslof*
Date Signature

APR 23 1993 *Edward C. Papenfuss*
Date State Archivist

ROSALIE KOSLOF, CHIEF
DHER

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20784

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Dept. of Health & Mental Hygiene

2. DIVISION Division of

Utilization & Eligibility Review

3. UNIT

Diabetes 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

Diabetes Care Program Records

5. EARLIEST YEAR/LATEST YEAR

1991 TO 1993

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

This series contains records of voluntary enrollments in the Diabetes Care Program. Each individual file contains the recipient's enrollment form, chronological narrative, and documentation of utilization of the Program's benefits.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- SOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
- 4 MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- 2 MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

201 W. Preston Street, Room 299

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

IBM /PC, DBASE III PLUS

18. RECOMMENDED RETENTION

Retain in office for (2) two years after closure and until all audit requirements have been fulfilled, then send to State Records Center for (4) four years, then destroy.

19. NAME AND TITLE OF PREPARER

Patricia J. Mailhot
Administrative Officer II

20. TELEPHONE NUMBER

225-1695

21. DATE