

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1482

PAGE  
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Item No.	Description	Retention
<p>DEPARTMENT OF HEALTH AND MENTAL HYGIENE      MARYLAND STATE BOARD OF DENTAL EXAMINERS</p> <p>AGENCY      DIVISION</p>		
1.	<p>Supersedes Schedule #463, 464 &amp; 684</p> <p>MINUTES OF THE BOARD</p> <p>Contains minutes of Board meetings covering official acts of the Board with respect to policy, administrative operations, procedures and disciplinary actions. Minutes are arranged chronologically in Minute Books.</p>	Retain permanently.*
2.	<p>GENERAL CORRESPONDENCE FILES</p> <p>Correspondence with individuals, institutions, associations and organizations relating to the business of the Board. Records are arranged alphabetically by subject.</p>	Retain for three (3) years, then destroy.
3.	<p>EXAMINATIONS</p> <p>A. Northeast Regional Board of Dental Examiners' results are arranged alphabetically in binders.</p> <p>B. Dental Assisting National Board examination results for Radiation Health and Safety and Expanded Intra-Oral Functions.</p> <p>C. Joint Commission on National Dental Examiners' examination results. Arranged alphabetically on score cards.</p> <p>D. Bench Test and Maryland Only examination results, arranged chronologically in file folders.</p> <p>*Transfer periodically to the Maryland State Archives.</p>	<p>Retain permanently.*</p> <p>Retain permanently.*</p> <p>Retain one (1) year after results are issued, then destroy.</p> <p>Retain one (1) year after results are issued, then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

11/16/82      Sheldon Silverman      SECRETARY TREASURER  
Date      Signature      Title

JAN 6 1983      Edward C. Pappas  
Date      State Archivist

Sheldon Silverman, D.D.S., Secretary-Treasurer

Typed Name and Title

Typed Name and Title

Item No.	Description	Retention
4.	<p>LICENSE STUBS</p> <p>License stubs contain certificate numbers, names and addresses of licensees, dates, colleges and remarks. Seven (7) license stub groups include: (1) Dental License, (2) Dental Hygiene License, (3) Dental Teacher's License, (4) General Anesthesia Administration Permit, (5) General Anesthesia Facility Permit, (6) Parenteral Sedation Administration Permit, and (7) Parenteral Sedation Facility Permit.</p>	<p>Retain for three (3) years or until audited, whichever is later, then destroy.</p>
5.	<p>LICENSURE</p> <p>A. Licensure file contains all credentials necessary to prove education, proof of passing National Board examinations, information pertaining to licensure in other states, and any other pertinent information.</p> <p>B. Licensure registration book contains names and addresses, license numbers, dates of licensure, schools attended, and graduation dates of all licensed dentists and dental hygienists.</p> <p>C. Applications for licensure (incomplete or denied)</p>	<p>Retain for five (5) years, then microfiche, store for twenty (20) years, then destroy.</p> <p>Retain permanently.*</p> <p>Retain for two (2) years after the last activity, then destroy.</p>
6.	<p>DISCIPLINARY ACTIVITY</p> <p>A. Final Dispositions/Orders</p> <p>B. Cases closed with informal action.</p> <p>C. Cases closed or dismissed without action.</p>	<p>Retain files on-site for three (3) years; store for seven (7) years, then destroy. Final Orders are to be retained permanently.*</p> <p>Retain on-site for three (3) years, store for seven (7) years, then destroy.</p> <p>Retain on-site for three (3) years, store for seven (7) years, then destroy.</p>
7.	<p>ACCOUNTING RECORDS</p> <p>A. Audit Reports</p> <p>B. Cash receipts ledgers, per diem and expense sheets, invoices, deposit slips, Board members' contracts, budgets, and renewal application forms.</p>	<p>Retain permanently. *</p> <p>Retain for three (3) years or until audited, whichever is later, then destroy.</p>

\*Transfer periodically to the Maryland State Archives.

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 4

1. DEPARTMENT/AGENCY

DHMH

2. DIVISION MD STATE

BOARD OF DENTAL EXAMINERS

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

MINUTES OF THE BOARD

5. EARLIEST YEAR/LATEST YEAR

\_\_\_\_\_ TO 1992

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

Contain minutes of Board meetings covering official acts of the Board with respect to policy, administrative operations, procedures, and disciplinary actions. Minutes are arranged chronologically in Minute Books

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- 1/16<sup>TH</sup>  FILE DRAWER(S) per year  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1/16  FILE DRAWER(S) per year  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED AS OFTEN AS NECESSARY  
 DAILY  WEEKLY  MONTHLY

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

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

4201 PATTERSON AVE  
BALTIMORE, MD 21215

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).

NEED TO KNOW

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 Permanently

Transfer periodically to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER

LARRIE BENNETT  
ADMINISTRATOR

20. TELEPHONE NUMBER

764-4730

21. DATE

12/15/92

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  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DHMH

2. DIVISION MD STATE  
BOARD OF DENTAL EXAMINERS

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

EXAMINATIONS

5. EARLIEST YEAR/LATEST YEAR

TO 1992

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

A. NORTHEAST REGIONAL BOARD OF DENTAL EXAMINER'S RESULTS  
B. DENTAL ASSISTIVE NAT'L BOARD EXAMINATION RESULTS FOR RADIATION HEALTH AND SAFETY AND EXPANDED INTRA-ORAL FUNCTIONS

7. RECORD SERIES FORMAT(S)

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

B- Computer Print Out

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED AS OFTEN AS NECESSARY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
4201 PATTERSON  
BALTIMORE, MD 21215

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).  
NEED TO KNOW

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 PERMANENTLY

Transfer periodically to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER

LARRIE BENNETT  
ADMINISTRATOR

20. TELEPHONE NUMBER

764-4730

21. DATE

12/15/92

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  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
DHMH

2. DIVISION MD STATE  
BOARD OF DENTAL EXAMINERS

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  
LICENSURE

5. EARLIEST YEAR/LATEST YEAR  
FROM BEGINNING TO 1992

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

B. LICENSURE REGISTRATION BOOK - NAME, ADDRESS, LICENSE NUMBER, DATE OF LICENSURE, SCHOOLS ATTENDED, GRADUATION DATES OF EACH LICENSED DENTIST & DENTAL HYGIENIST

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

- 1/64th  FILE DRAWER(S) per year
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED *WHENEVER NECESSARY*  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
*MANY*  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
4201 PATTERSON AVE  
BALTIMORE, MD 21215

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).  
*NEED TO KNOW*

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 PERMANENTLY*  
Transfer periodically to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER  
LARRIE BENNETT  
ADMINISTRATOR

20. TELEPHONE NUMBER  
764-4730

21. DATE  
12/15/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DCS 550-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DH17H

2. DIVISION MD STATE

BOARD OF DENTAL EXAMINERS

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

Accounting Records

5. EARLIEST YEAR/LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION

BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

AUDIT REPORTS

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

- 1/32  FILE DRAWER(S) per year
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED INFREQUENTLY

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER  MONTH(S)  YEAR(S)

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

4201 PATTERSON AVE  
BALTIMORE, MD 21215

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

PERMANENTLY

Transfer periodically to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER

LARRIE BOGGETT  
ADMINISTRATOR

20. TELEPHONE NUMBER

764-4730

21. DATE

12/15/92