DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. 1406 - 12

PAGE

RECORDS RETENTION AND DISPOSAL SCHEDULE

NO. 1 of 6

	tment of Public Safety orrectional Services Div	vision of Correction
	Agency	Division
Item No.	Description	Retention
	HEALTH AND MENTAL HEALTH AREA	
1.	INMATE MEDICAL RECORD SERIES:	
	This series includes all the medical for reports, and other materials containing inmate medical information, inmate grievance commission, emergency treatment (after regular hours), nurse treatment plan, physician assistant sick call.	(2) years after inmate is re-
	A. Section I: Identification/Prescription 1. Inmate ID Sheet 2. Medical Staff Signature Sheet 3. Medication Order Sheet	ion
	 B. Section II: General Status 1. Progress Notes 2. Medication Sheet 3. Intake Histories and Physicals 4. Periodic Histories and Physicals 5. Transfer Sheets 6. Exit Medical Record Review Summaries 	5
	 C. Section III: Tests and Reports 1. Lab Tests 2. Radiology Reports 3. Diagnostic Reports 	
	D. Section IV: Inpatient Days 1. Admission Histories and Physica 2. Other inpatient Records and Char	

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

Date Signature Title Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.1406 - 12 PAGE NO. 2 of 6

Item No.	Description	Retention
	<pre>INMATE MEDICAL RECORD SERIES: (continued) E. Section V: Clinical Correspondence 1. Consults (both on and off-site) 2. Specialty Clinics 3. Psychiatry 4. Dental 5. Optometry</pre>	
	6. Dietary F. Section VI: Administrative Correspondence	
	 Refusal Sheets Excuse From Work Sheets Requests to Security Legal Correspondence Insurance Correspondence Miscellaneous Letters Receipts for Equipment/Prosthesis Copies of Various Requests Accident/Injury Reports Medical Alert Forms Concerns of Managing Officers Consultant Staff Meetings-Commissioner 528 Barn 	
2.	A. First Draft B. Interdepartmental Memos C. Pharmacy Services D. Rehabilitation Programs E. P.A. Regulations F. Basic Health Services G. Medical Review-Division H. Hearing Impaired I. Survey Responses J. Institutions K. Procedure Manuals L. Audits M. Reports N. Occupational Health	Retain for two (2 years, then send to the State Records Center for thirteen (13) years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.1406 -12 PAGE NO. 3 of 6

tem lo.	Description	Retention
· ·	Description	Recention
3.	INFECTIOUS DISEASE SERIES:	Retain for two (2)
- 1		years, then send
l	A. Grant Application-Hep B	to the State
- 1	B. Venereal Disease	Records Center for
. [C. MHC Syphilis Outbreak	thirteen (13)
	D. Prevalence Study	years, then
	b. Frevarence beday	destroy.
4.	MEDICAL CONTRACT SERIES:	Retain for two (2)
4.	MEDICAL CONTRACT SERIES.	years, then send
I	N. Garbaratana Paril PUD CMC	to the State
	A. Contractors-Basil, PHP, CMS	
	B. Statistics	Records Center for
ł	C. RFP-Jessup	thirteen (13)
	D. Montefiore Hospital	years, then
Ì	E. University Hospital	destroy.
1	F. MRDCC X-ray	
	G. Radiology Technicians	
-	H. Associated Radiologists	.
	I. Dental Service Bids	
5.	BUDGET SERIES:	Retain for two (2)
		years, then send
	A. Supplemental Budget Request	to the State
	B. Equipment	Records Center for
	C. Purchases	thirteen (13)
		1
	D. Hospital Billing	years.
6.	RESEARCH FILES SERIES:	
	A Danova	Permanent. Transfer
	A. Papers	periodically to the
	B. AMA-MD Jail Project	Maryland State Archiv
	C. Nutrition	•
7.	MENTAL HEALTH SERIES:	Retain for two (2)
		years, then send
	A. Local Jails	to the State
• '	B. Data	Records Center for
	C. Hospitalization	thirteen (13)
	D. Therapeutic Parole	years, then
	E. Psychological Services	destroy.
	F. Mental Health Information	_ 1
	G. Other Systems	↑ ************************************
	H. Mental Health Discharge Records	
		.1
		. [

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 12 PAGE NO. 4 of 6

Thank		· · · · · · · · · · · · · · · · · · ·
Item No.	Description	Retention
8.	A. Roxbury B. Somerset Facilities C. Central Laundry D. Clifton T. Perkins E. MRDCC F. BPRU G. Women's Pre-Release H. Jessup Pre-Release I. Personnel J. MHC Annex	Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.
9.	A. Monthly Medical Statistics B. Monthly Recording-Inpatient Days C. Monthly recording of population count, emergency treatment of employees D. Monthly report of number of inmates seen in on-site clinics E. Monthly report of inmates seen in off- site clinics F. Monthly reports from RCI and MCTC G. Monthly reports from antietam Health Services Pharmacy	Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.
10.	MASTER PATIENT INDEX (ROLODEX) CARDS: This series contains the Master Patient Index (Rolodex) card which is kept on each inmate. The card is pulled from the active file upon transfer to another facility or release from the DOC. Each card contains: 1. Inmate's Name 2. DOC # 3. Date of Birth 4. Date came into prison system 5. Date came to institution 6. Cell location/Institution 7. Date transferred or released	Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.
11.	INMATE MENTAL HEALTH RECORD SERIES: This series include all psychiatric and psychological reports, and other medical related information. A. Front Cover	Retain for two (2) years after the inmate's release, then send to the State Records Center

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 12 PAGE NO. 5 of 6

Item No.		Description	Retention
		ATE MENTAL HEALTH RECORD SERIES:	
		The inmate's name and number shall be displayed, for each access and filing using inmate identification number or last name.	thirteen (13) years, then destroy.
	В.	Section I: Open Chart	
		 Admission/Discharge Checklist Patient Consent Forms Staff Signature Documentation 	
	c.	Section II: Admission Status	
		 Psychiatrist Admission Note Psychologist Admission Note Initial Nursing Assessment Occupational Therapists' Assessment Psychological Testing Results 	
	D.	Section III: Orders	
		 Physician Orders Sheets Mental Health Unit Order Forms 	
	E.	Section IV: Rehab and Therapy	
		 Individual Treatment Plan Other Rehab Forms 	
	F.	Section V: Progress Notes	
		 Nurses' Notes Psychiatrist Notes Psychologist Notes 	
	G.	Section VI: Special Reports	
		 Lab Reports Consultants 	
	н.	Section VII: Other Status Report	
		 Seclusion/Observation Monitoring Flow Charts Activity Records 	

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 12 PAGE NO. 6 of 6

	Description	Retention
INN	ATE MENTAL HEALTH RECORD SERIES:	
	ntinued)	
I.	Section VIII: Treatment Records	
	1. Medication Administration Records 2. Abnormal Involuntary Movement Scale	
J.	Section IX: History and Physical	
	 Medical History Physical Examination Forms Transfer Chart Review Form 	
к.	Section X: Miscellaneous Records	
	 Prior Discharge Summaries Prior Treatment Records Notice From Security/Tickets Inmate's Consent to Release Information 	
	5. Chart Audits Forms 6. Letters Written by Inmate to Staff	
		$(\omega, \nabla x) = \mu(\mathbf{c}_i)$

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTORY		
(DGS 850-1)	JESSUP, MAR	YLAND 20794	PAGE OF		
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Health and Mental Health		
DEFINITION-RECORD SERIES-A GROUP		<u> </u>			
DEFINITION-RECORD SERIES -	CE AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES		
4. RECORD SERIES TITLE Health a Inmate Medical Record S	and Mental Health eries	ı	5. EARLIEST YEAR/LATEST YEAR		
6. RECORD SERIES DESCRIPTION (BR	IEPLY DESCRIBE TH	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND		
This series includes all the me inmate medical information, inm hours), nurse treatment plan, p	THE SERIES. dical forms, replate grievance co	. INCLUDE THE PU orts, and other mmission, emerge	materials containing		
Identification/Prescription General Status Tests and Reports Inpatient Days Clinical Correspondence Administrative Correspondence					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME		
U LETTER SIZE U MICROFILM	- ALPHABETIC	CAL	FILE DRAWER(S)		
LEGAL SIZE COMPUTER TAPE	O NUMERICAL		□ MICROFILM REEL(S)		
BOUND BOOK FLOPPY DISK	_		NUMBER OTHER(SPECIFY)		
	CHRONOLOG		- 51121(3125117)		
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPE	CIFY)	FILE DRAWER(S)		
			MICROFILM REEL(S)		
11.	<u></u>		OTHER(SPECIFY)		
11. FILE IS USED			ECOMES INACTIVE AFTER DMONTH(S) PYEAR(S)		
A DAILY WEEKLY	D MONTHLY	NUMBER	MONTH(S) PEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE?		
15. ACCESS RESTRICTIONS - TYE	s no	16. AUDIT REQUI	REMENTS		
(IF YES, CITE LAW(S) & REGULA-	T10N(\$)	O NONE STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		1	D RETENTION ars after inmate is released, ate Records Center to retain		
- 110		for 13 years, t			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/9)		
DGS 550-4 (REVISED 2/87)			-		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEPARTMENT OF GI RECORDS MANAGEI 7278 WATEI	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 2 OF 11	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Health and Mental Health	
DEFINITION-RECORD SERIES-A GROUP			AND USED AS A UNIT FOR	
REFERENC	EK AS WELL AS RETI	ENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE Health are Quality Assurance Series			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BR		TYPES OF INFORM	ATION/DOCUMENTS/PORMS FOUND	
A. First Draft B. Interdepartmental Memory Services D. Rehabilitation Program E. P.A. Regulations	THE SERIES.	I. Survey F J. Institut K. Procedur L. Audits	RESPONSES	
F. Basic Health Services G. Medical Review-Divisi H. Hearing Impaired		M. Reports N. Occupati	ional Health	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE "MICROFILM	- ALPHABETIC	CAL	□ FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	- NUMERICAL		MICROFILM REEL(S)	
BOUND BOOK DELOPPY DISK	CHRONOLOG	1011	O COMPUTER TAPE(S)	
	1			
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	CIFY)	□ FILE DRAWER(S)	
			MICROFILM REEL(S)	
			O OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
MEEKLY DAILY	I MONTHLY		MONTH(S) TEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FT	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS U YES (IF YES, CITE LAW(S) & REGULA		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	years, then send to the State Records Center for thirteen (13) years, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/9)	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE P.O. BOX 278		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550+1)			PAGE 3 OF 11
1. DEFARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Health and Mental Health
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR
	and Mental Health		5. EARLIEST YEAR/LATEST YEAR TO
'in	THE SERIES. Application-He	. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTES)
B. Venere C. MHC Sy	al Disease philis Outbrea ence Study		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
LETTER SIZE MICROFILM	O ALPHABETICAL O NUMERICAL		FILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE			☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	I CAL	NUMBER OTHER(SPECIFY)
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	C OTHER(SPEC	CIFY)	D FILE DRAWER(S) D MICROFILM REEL(S)
			NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED			S INACTIVE AFTER
DAILY WEEKLY	□ MONTHLY	NUMBER	MONTH(S) DYEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FI	.OOR, ROOM)	5	ERIES DUPLICATED ELSEVHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IP		18. RECOMMENDE	D RETENTION Retain for two (2 years, then send
TYES T NO			to the State Records Center fo thirteen (13) years, then destroy.
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/9/

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)			PAGE 4 OF 11
1. DEFARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Health and Mental Health
DEFINITION-RECORD SERIES.A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR
REFERENC	E AS WELL AS RETS	INTION AND DISPOS	ITION PURPOSES
4. RECORD SERIES TITLE Health a Contract Series	nd Mental Health		5. EARLIEST YEAR/LATEST YEAR
, , , , , , , , , , , , , , , , , , ,			ATION/DOCUMENTS/FORMS FOUND
A. Contracto B. Statistic C. RFP-Jessu D. Montefio E. Universi F. MRDCC X- G. Radiolog H. Associate	p re Hospital tv Hospital	CMS S SEQUENCE CAL ICAL	9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUNNER COMPUTER TAPE(S)
11. FILE IS USED	□ MONTHLY	t .	OTHER(SPECIFY) S INACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	pretention Retain for two (2 years, then send to the State Records Center fo thirteen (13) years, then destroy.
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE 1 (301) 764-4113	.*	21. DATE 5/1/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GE RECORDS MANAGEN 7278 WATER	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. EX JESSUP, MARY	 -	PAGE <u>5</u> OF <u>//</u>	
1. DEFARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Health and Mental Health	
DEFINITION RECORD SERIES A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Budget Series	and Mental Health	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR TO	
IN	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES)	
7. RECORD SERIES FORMAT(S) LETTER SIZE " MICROFILM LEGAL SIZE " COMPUTER TAPE BOUND BOOK " FLOPPY DISK AUDIO TAPE " VIDEO TAPE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL		FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)	
O OTHER(SPECIFY)	GEOGRAPHICAL OTHER(SPECIFY)		IO. ANNUAL ACCUMULATION IF FILE DRAWER(S) IMICROFILM REEL(S) RUMBER I COMPUTER TAPE(S) I OTHER(SPECIFY)	
11. FILE IS USED	- MONTHLY	í .	S INACTIVE AFTER MONTH(S) PYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE!	
15. ACCESS RESTRICTIONS U YE (IF YES, CITE LAW(S) & REGULA		16. AUDIT REQUIREMENTS D NONE D STATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	Retain for two (2) years, then send to the State Records Center for thirteen (13) years.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	5/1/9)	
DGS SSA.4 (DEVISED 9/07)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION Division of Cor	raction	3. UNIT Health and Mental Health
Correctional Services			AND USED AS A UNIT FOR
	E AS WELL AS RET		
4. RECORD SERIES TITLE Health a Research Files Series	nd Mental Health		5. EARLIEST YEAR/LATEST YEAR
NIP.	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;
B. AMA C. Nut	ers -MD Jail Proj∈ rition	ect	
		······	·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
C LETTER SIZE C MICROFILM	ALPHABETICAL		O FILE DRAWER(S)
I LEGAL SIZE I COMPUTER TAPE	□ NUMERICAL	•	O MICROFILM REEL(S)
BOUND BOOK FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHIC	:AL	
OTHER(SPECIFY)	OTHER(SPEC		10. ANNUAL ACCUMULATION
			FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S)
11.		12	OTHER(SPECIFY)
11. FILE IS USED	O MONTHLY	1	S INACTIVE AFTER MONTH(S)
- DATE! - BEERLY	- MONINEI	RUMBER	- (ENGL)
13. CURRENT LOCATION(S) (BLDG.,FL	.COR, ROOM)	f	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS U YES (1F YES, CITE LAW(S) & REGULAT		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		Re Re De en	etain for two (2) years. eview annually. estroy all reference materials hich are no long- r useful.
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	5/1/9)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 7 OF 11
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. Division Division of Cor	rection	3. UNIT Health and Mental Health
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR
REFEREN	E AS VELL AS RET	ENTION AND DISPOS	ITION PURPOSES
4. RECORD SERIES TITLE Health Mental Health Series	and Mental Healt	ch .	8. EARLIEST YEAR/LATEST YEAR TO
	IEFLY DESCRIBE TH	K TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
A. Loc B. Dat C. Hos D. The E. Psy F. Men	al Jails a pitalization rapeutic Parol chological Sertal Health Institute of the series of the serie	le rvices	RFOSE OR FUNCTION OF THE SEPTES
	er Systems tal Health Dis	scharge Record	9. VOLUME
LETTER SIZE D MICROFILM	- ALPHABETIC	CAL	□ FILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE	1	,	□ MICROFILM REEL(S)
	CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		OCOMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK			
O AUDIO TAPE O VIDEO TAPE			IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED DEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS - Q YES Q NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUI	REMENTS ATE 0 FEDERAL 0 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	PRETENTION Retain for two (2 years, then send to the State Records Center for thirteen (13) years, then destroy.
9. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/9/

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 8 OF //	
1. DEFARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor		3. UNIT Health and Mental Health	
DEFINITION-RECORD SERIES A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR	
	CE AS WELL AS RET		i .	
4. RECORD SERIES TITLE Health a Institutions Series	and Mental Health	.	5. EARLIEST YEAR/LATEST YEAR	
	IEFLY DESCRIBE TH	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
	THE SERIES.	. Women's Pre-	RPOSE OR FUNCTION OF THE SERIES; E-Release	
D. Clifton T. Perkins E. MRDCC F. BPRU	Ĵ		·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME	
LETTER SIZE UNICROFILM	- ALPHABETIC	CAL	FILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE	CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		O MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)	
D BOUND BOOK D FLOPPY DISK				
AUDIO TAPE UVIDEO TAPE			10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)			FILE DRAWER(S)	
**************************************			MICROFILM REEL(S) NUMBER C COMPUTER TAPE(S) COTHER(SPECIFY)	
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	O MONTHLY	NOMBER	MONTH(S) PYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	1	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	Retain for two (years, then send to the State	
D YES D NO			Records Center f thirteen (13) years, then destroy.	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91	
DGG EED.A (DEVICED A (AH)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550+1)			PAGE 9 OF 11
1. DEFARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Health and Mental Health
DEFINITION - RECORD SERIES - A GHOUP	OF RELATED RECOR	DE NORMALLY FILE	AND USED AS A UNIT POR
	CE AS WELL AS RET		ITION PURPOSES
4. RECORD SERIES TITLE Health Statistical Reports Se	•		B. EARLIEST YEAR/LATEST YEAR TO
	IMPLY DESCRIBE THE		ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SERIES
A. Monthly Medical Sta B. Monthly Recording-I C. Monthly recording o emergency treatmen D. Monthly report of n seen in on-site cl E. Monthly report of i site clinics F. Monthly reports from	npatient Days f population of t of employees umber of inmat inics nmates seen in	es n off-	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME
LETTER SIZE " MICROFILM			□ FILE DRAWER(S)
C LEGAL SIZE COMPUTER TAPE			O MICROFILM REEL(S)
G BOUND BOOK G FLOPPY DISK			NUMBER - OTHER(SPECIFY)
audio Tape U Video Tape			10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) HUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
OTHER(SPECIFY)			
11. FILE IS USED		I .	ES INACTIVE AFTER
DAILY WEEKLY	O MONTHLY	RUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE? EGIPY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	p RETENTION Retain for two (2) years, then send to the State Records Center fo
			thirteen (13) years, then destroy.
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	·	5/1/9/
DGS SEC.4 (DEVICED 9/4%)			

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
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION	·	3. UNIT Health and Mental Health
	Division of Cor		AND USED AS A UNIT FOR
	E AS WELL AS RETS		
4. RECORD SERIES TITLE Health			5. EARLIEST YEAR/LATEST YEAR
Master Patient Index (от
This series contains the Index (Rolodex) card whi inmate. The card is pull file upon transfer to an release from the DOC. It. Inmate's Name 2. DOC # 3. Date of Birth 4. Date came into prison	Master Paties. ch is kept on led from the nother facility. Each card cont	nt each active y or	ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SERIES
7. RECORD SERIES FORMAT(S) □ LETTER SIZE □ MICROFILM □ LEGAL SIZE □ COMPUTER TAPE	8. RECORD SERIES SEQUENCE ALPHAEETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)
D BOUND BOOK D FLOPPY DISK			OTHER(SPECIFY)
OTHER(SPECIFY)			10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
11. FILE IS USED CDAILY C WEEKLY	□ MONTHLY		O OTHER (SPECIFY) ES INACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(S) (BLDG.,FL	.cor, room)		ERIES DUPLICATED ELSEWHERE? PECIFY AGENCY OF OFFICE)
(IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUI	REMENTS ATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HU		18. RECOMMENDE	years, then send to the State Records Center f thirteen (13) years, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE 5/1/91

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1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Health and Mental Health	
Correctional Services	Division of Cor		AND USED AS A UNIT FOR	
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4. RECORD SERIES TITLE Health Inmate Mental Health R	and Mental Health		5. EARLIEST YEAR/LATEST YEAR TO	
*	THE SERIES.	. INCLUDE THE PU	AATION/DOCUMENTS/FORMS FOUND DRPOSE OR FUNCTION OF THE SERIE , and other medical	
Front Cover Open Chart Admission Status Orders Rehab and Therapy Progress Notes Special Reports	Other Status Re Treatment Recor History and Phy Miscellaneous R	ds sical		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
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D BOUND BOOK DELOPPY DISK				
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Myles Carpeneto, Director of	20. TELEPHONE	NUMBER	21. DATE	