

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

BOARD OF PHYSICIAN QUALITY ASSURANCE

AGENCY

DIVISION

Item No.	Description	Retention
	<p><u>SUPERCEDES SCHEDULES NOS. 645 and 645-A-1 and 674</u></p> <p>Supersedes Schedule 645, 645-A-1, and 674 of 1976 from the Board of Medical Examiners and 1977 from the Commission on Medical Discipline. (Effective 7-1-88, the Board of Physician Quality Assurance replaced the Board of Medical Examiners and Commission on Medical Discipline.)</p> <p>1. <u>Minutes of Proceedings.</u> File contains open and closed minutes of Board and Advisory Committee meetings.</p> <p>A. <u>Closed minutes</u> contain minutes from the Board, Case Reconciliation Conferences, Weekly Review Panels and Executive Committee sessions, investigative reports, and deliberations. Minutes of closed sessions are confidential, and arranged chronologically.</p> <p>B. <u>Open minutes</u> contain minutes from the Board, Case Reconciliation Conferences, Weekly Review Panels and Executive Committee sessions, hearings and actions by the Board on regulations, Board elections, future test dates, Board decisions on educational standards and policy, lists of licensed physicians and osteopaths, and allied health professionals under the Board's jurisdiction (physician assistants, psychiatrist's assistants, acupuncturists, radiologic technicians and nuclear medical technologists, respiratory care therapists, emergency medical technologists, paramedics and cardiac rescue technicians). Minutes of the open sessions are arranged in chronological order.</p>	<p>Retain permanently. Transfer periodically to the State Archives.</p> <p>Prepare 2 Microfiche copies within 12 months of acceptance of minutes.</p> <p>Records to be microfilmed and film to be retained permanently. Periodically transfer master silver negative film to the Maryland State Archives.</p> <p>Retain non-record reference copy at Board Office until no longer needed.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

4/6/92
Date

J. M. [Signature]
Signature

Acting
Exec. Director
Title

1992 30 1992
Date

Edward C. [Signature]
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1437

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No.	Description	Retention
2.	<p><u>Medical Registers.</u> These are large register books of all applicants examined and licensed by the Board. Information includes, but is not limited to, individual's seat number, date of examination, name, age, last address, school of graduation, results of the examination, and general remarks. This record series has, in addition, a FLEX (Federal Licensing Examination) computer printout of test records begun in 1968. It is printed by the testing service twice yearly. File series is arranged chronologically by year and alphabetically therein.</p>	<p>Retain the large register books and State Exams permanently. Transfer periodically to State Archives.</p> <p>Retain FLEX printout only until scores are distributed. Then destroy.</p>
3.	<p><u>Applications for Initial Medical License.</u> This file may contain any or all of the following:</p> <ul style="list-style-type: none"> a. Applications for Recognition/Endorsement of FLEX Exam results. b. Application for Regular State Examination prior to 1972 which contains the picture of the applicant, date license was recorded, fees and other pertinent information. c. Certificates of examination results from the National Board of Medical Examiners. d. Certification of Postgraduate Training in U.S.A. e. Certificate of Identity & Moral Character. f. Licensing correspondence. g. Photo copy of diploma and authorized translation where applicable. h. Permanent certification from Education Council for Foreign Medical Graduates (ECFMG) or its equivalent where applicable. i. Results of Test of Spoken English. j. Consent form. k. Photostatic copy of transcript of grades from medical school. l. Disciplinary forms from Federation of State Medical Boards and National Practitioner Data Bank. m. Licensure verification form from other states where licensed. 	<p>Retain permanently.</p> <p>Records to be microfilmed and film to be retained permanently. Periodically transfer master silver negative film to the Maryland State Archives:</p> <p>Retain non-record reference copy at Board Office until no longer needed.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
4.	<p><u>Applications for Reinstatement of Medical License.</u> This file may contain any or all of the following:</p> <p>a. Application form.</p> <p>b. Licensure verification form from other states where licensed.</p> <p>c. Disciplinary forms from Federation of State Medical Boards and National Practitioner Data Bank.</p> <p>d. Licensure correspondence.</p>	<p>Retain permanently.</p> <p>Records to be microfilmed and film to be retained permanently. Periodically transfer master silver negative film to the Maryland State Archives:</p> <p>Retain non-record reference copy at Board Office until no longer needed</p> <p>Retain original application until 2nd microfiche is transferred to State Archives; then destroy.</p>
5.	<p><u>Applications for Renewal of Medical License.</u> This file may contain any or all of the following:</p> <p>a. Renewal card (<u>Part A</u>) which includes statement: and/or list of continuing medical education courses.</p> <p>b. <u>Part B</u>: Answers to specific questions concerning conduct during 2-year period prior to renewal.</p>	<p>Microfiche 2 copies within 12 months of licensure.</p> <p>Retain working paper (1st microfiche) at Board office for 10 years; then destroy. Transfer record copy (2nd microfiche) to State Records Center for 20 years; then destroy.</p> <p>Retain original application until 2nd microfiche is transferred to Records Center; then destroy.</p>
6.	<p><u>Summary Record of Results on State Medical Examinations (pre 1972):</u> These folio volumes contain the date, score and name of test for an applicant, including total percentile and average. The State Board Test scores are entered on applications from other states for proof of passing Maryland's Medical Boards. The volumes are arranged chronologically by date of test and alphabetically therein.</p> <p>Records of those who fail any examination will be separated. Scores on the examination are kept in the Summary Records of Results on medical examinations.</p>	<p>Retain permanently. Transfer in 20 years (A.D. 2012) to State Archives.</p> <p>Retain applications and all credentialing documents in office for one (1) year. Thereafter destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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NO. 1437

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Item No.	Description	Retention
7.	<p><u>Applications for Registration, Certification of Allied Health Professionals.</u> Applications for Registration or Certification of Allied Health Professionals under the jurisdiction of the Board. Application form shows applicant's background, various certifications, and proof of having met educational and other requirements.</p>	<p>Microfiche 2 copies within 12 months of registration.</p> <p>Retain working paper (1st microfiche) at Board office for 2 years; then destroy. Retain record copy (2nd microfiche) at state records center for 20 years; then destroy. Retain original application two (2) years; then destroy.</p>
8.	<p><u>Licensing Correspondence.</u> Letters requesting information on licensing examinations and issuance of credentials are included in this file series. The correspondence is arranged in two sections: foreign graduate doctors and United States graduate doctors. These files are in alphabetical order by name of doctor.</p>	<p>Retain in Board office for three (3) years. Thereafter destroy.</p>
9.	<p><u>General Correspondence Files.</u> This file contains correspondence, reports and records pertaining to the general business of the Board. Included is correspondence with federal agencies, state officials, local officials, associations (including the Medical and Chirurgical Faculty), hospitals, other state boards, state institutions and private individuals. The file includes: Advice and Opinions of the Attorney General; Advisory Opinions of the Board, Annual Reports - 7/1/80 to present, Policy Statements and Legislative History. There are reports to American Medical Association + legislation brought before the General Assembly. These files are arranged alphabetically by subject.</p>	<p>Except for the policy documents (Advice and Opinions of the Attorney General; Advisory Opinions of the Board, Annual Reports - 7/1/80 to present, Policy Statements and Legislative History), retain general correspondence for 3 years; then destroy.</p> <p>Index Policy statements by subject matter on automated file. Retain Policy documents permanently by transferring to the State Archives periodically.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Form No.	Description	Retention
10.	<u>Disciplinary Orders (PUBLIC)</u> . This file contains findings of fact, surrenders, consent agreements and other public Board orders. File series includes decisions concerning physicians brought before the Board which are published in the <u>Maryland Medical Journal</u> .	Retain copy permanently. Records to be microfilmed and film to be retained permanently. Periodically transfer master silver negative film to the Maryland State Archives.
11.	<u>Disciplinary Orders (NON-PUBLIC)</u> . This file contains confidential agreements between the Board and licensees including agreements to surrender license and disposition agreements of impaired physicians.	Retain non-record reference copy at Board Office until no longer needed.
12.	<u>Open Investigation Files</u> . Case files on physicians including complaint, response, subpoenas, medical records, investigative and peer review reports, Board deliberations and a summary of file documents. Files may include copies of patient records, hospital records, x-rays, etc.	Retain working copy (paper) on site until case is closed. Then follow Item 13.
13.	<p>A. <u>Investigative Files</u> closed with no advisory opinion. Files contain investigative material as in Item 12. Series is kept secure and alphabetically.</p> <p>B. <u>Investigative Files</u> closed with an advisory opinion. Files contain same investigative material</p>	<p>Except for patient records, retain working copy (paper) in office 1 year after closure. Transfer periodically to State Records Center for 5 additional years; then destroy. Patient records and x-rays: return originals to health provider 3 months after closure; destroy copies.</p> <p>Retain SUMMARY in automated data base in office for 20 years. Then destroy.</p> <p>Follow 13 A. Then, Retain SUMMARY and ADVISORY OPINION in automated data base in office for 20 years. Then destroy.</p>

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Item No.	Description	Retention
14.	<p><u>Malpractice Settlements File.</u> File series includes paper and automated (diskette) reports of professional liability by insurance companies. Forms contain names of insurer, incident reports, names of insured, summaries of cases, dates, attorneys, costs and reviews by Board. Files are arranged chronologically and are confidential.</p>	<p>Retain complete file in office for five (5) years. Thereafter destroy. Retain entries in automated data base in office for (20) twenty years. Then destroy.</p>
15.	<p><u>Malpractice Claims Files.</u> File contains claims of malpractice in paper form and automated (D BASEIII+ Data Base) form since July 1, 1986.</p>	<p>Retain in office for 20 years. Then destroy. Retain copy of automated file on diskette in state documents center for additional 25 years. Thereafter, destroy.</p>
16.	<p><u>Persons Investigated (Automated Complaint Tracking History).</u> Automated file contains names, addresses, incidents, renewal status, dates, actions taken, amounts listed and liability. Data for all licensees are indexed and searchable. Individual files are updated as stages occur in investigation. There are entries of 30,000+ records as of 1-1-92.</p>	<p>All electronic data is backed up daily at Metro Center. Data is stored offsite weekly for retrieval. Can be recovered through DHMH Disaster Recovery Procedures if necessary. Periodically transfer complete paper copy of data base to State Records Center for an additional 3 years. Then destroy.</p>
17.	<p><u>Accounting Ledger.</u> Contains accounts, fees, technical expenses and individual expenses.</p>	<p>Retain for three (3) years or until all audit requirements are fulfilled. Then destroy.</p>
	<p><u>Rosters & Renewals Sheets.</u> Contains File Maintenance Sheets and other material to enter into automated files of Medical Disciplines.</p>	<p>Retain for two (2) years or until all audit requirements are fulfilled. Then destroy.</p>

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Item No.	Description	Retention
18.	<u>Board Packets.</u> Additional material prepared for Board members to read outside of Board meetings.	Retain one copy of packet for 1 year; then destroy.
19.	<u>Committee Packets.</u> Agenda and tabulated material prepared for each meeting of the various Advisory Committees.	Retain one copy of packet for 1 year; then destroy.
20.	<u>Weekly Review Panel and Packets.</u> Focus sheets and documentation for presentation of compliance cases for review.	Retain in Board office one year; then destroy. Retain data in Weekly Review Panel electronic data base file permanently in office.
21.	<u>Controlled Correspondence</u> Letters prepared by Board staff for signature by Secretary of DHMH, Governor or other agency.	Retain electronic index of correspondence 3 years; retain paper copies 1 year; then destroy.
22.	<u>Physician Privilege Information</u> File of names, license numbers and health care institution affiliations maintained in automated dBaseIII+ data base since July 1, 1986.	Retain in office for 20 years. Then destroy. Retain copy of automated file on diskette in state documents center for additional 25 years. Thereafter, destroy.

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 8

1. DEPARTMENT/AGENCY
Dept. of Health & Mental Hygiene

2. DIVISION
Bd. of Physician Qual. Assurance

3. UNIT
32.16.02

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 Closed Proceedings (non-public meetings)

5. EARLIEST YEAR/LATEST YEAR
1955 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)

Quasi-judiciary hearings on discipline, motions and vote, personnel matters, and all minutes from Executive sessions of the Board and its committees and panels.

All decisions are indexed electronically and must be retrievable for legal purposes.

7. RECORD SERIES FORMAT(S)

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

microfiche

8. RECORD SERIES SEQUENCE

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

9. VOLUME (3 x 5 card size)

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER -NEVER -

- NUMBER MONTH(S) YEAR(S)

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

Bd. of Phys. Qual. Assurance - 3rd Floor
4201 Patterson Ave., Metro Building - DHMH

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))

HO 14-410 and 411; 14-413. S.G. 10-617.

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

Index is on VAX system assigned to BPQA.

18. RECOMMENDED RETENTION

PERMANENT for microfiches.

19. NAME AND TITLE OF PREPARER

J. Michael Compton
Act. Executive Director

20. TELEPHONE NUMBER

764-4770

21. DATE

May 5, 1992

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD TO 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

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1. DEPARTMENT/AGENCY: Dept. of Health & Mental Hygiene
2. DIVISION: Bd. of Physician Qual. Assurance
3. UNIT: 32.16.02

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: Medical Registers - assignment of license for qualifications
5. EARLIEST YEAR/LATEST YEAR: 1934 TO 1968

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Names, changes, qualifying remarks for licenses assigned to new physicians.

7. RECORD SERIES FORMAT(S): LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER(SPECIFY) Folio Volumes in binders
8. RECORD SERIES SEQUENCE: ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)
9. VOLUME: FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) binders 7 NUMBER
10. ANNUAL ACCUMULATION: No More FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)

11. FILE IS USED: DAILY WEEKLY MONTHLY
12. FILE BECOMES INACTIVE AFTER: 10 NUMBER MONTH(S) YEAR(S) after deat

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM): Bd. of Phys. Qual. Assurance - 3rd Floor 4201 Patterson Ave., Metro Building - DHMH
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 (passed) NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO
18. RECOMMENDED RETENTION: PERMANENT

19. NAME AND TITLE OF PREPARER: J. Michael Compton Act. Executive Director
20. TELEPHONE NUMBER: 764-4770
21. DATE: May 5, 1992

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
727 1/2 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

Bd. of Physician Qual. Assurance

3. UNIT

32.16.02

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

Applications for Initial Medical Licenses.

5. EARLIEST YEAR/LATEST YEAR

1974 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 necessary to apply for medical licenses in Maryland for each candidate for physician licensure.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL (prior 1988)
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME 5 x 6 card size

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 9
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S) ((2"))
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 1
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER -NEVER-
NUMBER MONTH(S) YEAR(S)

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

Bd. of Phys. Qual. Assurance - 3rd Floor
4201 Patterson Ave., Metro Building - DHMH

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)
Public Information Act SG 10-611 to 628

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO Planned for future.

18. RECOMMENDED RETENTION

PERMANENTLY

19. NAME AND TITLE OF PREPARER

J. Michael Compton
Act. Executive Director

20. TELEPHONE NUMBER

764-4770

21. DATE

May 5, 1992

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 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Dept. of Health & Mental Hygiene

2. DIVISION

Bd. of Physician Qual. Assurance

3. UNIT

32.16.02

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

Applications for Reinstatement of Medical Licenses

5. EARLIEST YEAR/LATEST YEAR

1984 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)

Contains all documents necessary to apply for reinstatement of license that is no longer active for medical practice.

7. RECORD SERIES FORMAT(S)

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

Microfiche

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME (5" x 6")

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
6
NUMBER one foot long

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
.5
NUMBER

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER NEVER

NUMBER MONTH(S) YEAR(S)

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

Bd. of Phys. Qual. Assurance - 3rd Floor
4201 Patterson Ave., Metro Building - DHMH

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)
Public Information Act SG 10-611 thru 628

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

PERMANENT

19. NAME AND TITLE OF PREPARER

J. Michael Compton
Act. Executive Director

20. TELEPHONE NUMBER

764-4770

21. DATE

May 5, 1992

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
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JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

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2. DIVISION

Bd. of Physician Qual. Assurance

3. UNIT

32.16.02

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

Results of Maryland State Medical Exams

5. EARLIEST YEAR/LATEST YEAR

1918 TO 1972

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

Folio volumes of name, date and scores of applicants tested by previous private and State agencies.

7. RECORD SERIES FORMAT(S)

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

Folio volumes

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
5
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)
binders

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
00
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 2012 AD

- 20
NUMBER MONTH(S) YEAR(S)

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

Bd. of Phys. Qual. Assurance - 3rd Floor
4201 Patterson Ave., Metro Building - DHMH

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)
SG 10-611 to 628

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

20 years onsite

PERMANENT THEREAFTER

19. NAME AND TITLE OF PREPARER

J. Michael Compton
Act. Executive Director

20. TELEPHONE NUMBER

764-4770

21. DATE

May 5, 1992

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

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

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1. DEPARTMENT/AGENCY
Dept. of Health & Mental Hygiene

2. DIVISION
Bd. of Physician Qual. Assurance

3. UNIT
32.16.02

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
General Correspondence containing Opinions of AG, Bd, Annual

5. EARLIEST YEAR/LATEST YEAR
1982 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)

Statements of Public Policy on Medical Practice Act, COMAR and work of BPQA

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

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

9. VOLUME (3" x 5") 12" long
 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)
.25
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER NEVER
 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bd. of Phys. Qual. Assurance - 3rd Floor
4201 Patterson Ave., Metro Building - DHMH

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
Electronic index to be prepared on LAN soon.

18. RECOMMENDED RETENTION
PERMANENT

19. NAME AND TITLE OF PREPARER
J. Michael Compton
Act. Executive Director

20. TELEPHONE NUMBER
764-4770

21. DATE
May 5, 1992

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

PAGE 7 OF 8

1. DEPARTMENT/AGENCY

Dept. of Health & Mental Hygiene

2. DIVISION

Bd. of Physician Qual. Assurance

3. UNIT

32.16.02

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

Legal Disciplinary Orders - PUBLIC and NON-PUBLIC

5. EARLIEST YEAR/LATEST YEAR

1981 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 Orders pronounced by the Board as discipline on licenses of physicians and allied health technicians.

7. RECORD SERIES FORMAT(S)

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

Microfiche

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME (5" x 6") 12" long

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

1/2
NUMBER

10. ANNUAL ACCUMULATION

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

.25
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER -NEVER-

- MONTH(S) YEAR(S)

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

Bd. of Phys. Qual. Assurance - 3rd Floor
4201 Patterson Ave., Metro Building - DHMH

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)
HO 14-140 thru 413; SG 10-611 to 617

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

PERMANENT

19. NAME AND TITLE OF PREPARER

J. Michael Compton
Act. Executive Director

20. TELEPHONE NUMBER

764-4770

21. DATE

May 5, 1992

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

PAGE 8 OF 8

1. DEPARTMENT/AGENCY
Dept. of Health & Mental Hygiene

2. DIVISION
Bd. of Physician Qual. Assurance

3. UNIT
32.16.02

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
Weekly Review Panel/Committee Packets

5. EARLIEST YEAR/LATEST YEAR
1989 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)
Packages of Focus Sheets, Patient Records, other subpoenaed material that is presented for first review of all complaints filed with BPOA.

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)
8 NUMBER OTHER(SPECIFY)
5-drawer file cabinets

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 000
 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bd. of Phys. Qual. Assurance - 3rd Floor
4201 Patterson Ave., Metro Building - DHMH

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)
,SG !)_611 THRU 628; HO 140413(a)

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO Will be upgraded and produced on LAN in future.

18. RECOMMENDED RETENTION
PERMANENT

19. NAME AND TITLE OF PREPARER
J. Michael Compton
Act. Executive Director

20. TELEPHONE NUMBER
764-4770

21. DATE
May 5, 1992