009-550-1 REV. 6/78

### DEPARTMENT OF GENERAL SERVICES Records Management Division

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## RECORDS RETENTION AND DISPOSAL SCHEDULE

Item   No.   Description   Retention   Retention		HECOND HEIENION AND MISSORY SCHEDOL	<u> </u>
SUPERCEDES SCHEDULES NOS. 645 and 645-A-1 and 674	DEP	PARTMENT OF HEALTH AND MENTAL HYGIENE BOARD OF PH	
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.)  1. Minutes of Proceedings. File contains open and closed minutes of Board and Advisory Committee meetings.  A. Closed minutes 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.  B. Open minutes 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	``	AGENCY	DIVINON
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Schedule Approved by Department, Agency, or Division Representative

Acting Exec. Director

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State Archivist

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DGS-550-1A

# RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

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No.	Description	Retention
2.	Medical Registers. 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.	Retain the large register books and State Exams permanently. Transfer periodically to State Archives.  Retain FLEX printout only until scores are distributed. Then destroy.
3,	Applications for Initial Medical License. This file may contain any or all of the following:	
	a. Applications for Recognition/Endorsement of FLEX Exam results.	Retain permanently.
	b. Application for Regular State Examination prior to 1972 which contains the picture of the applicant, date license was recorded, fees and other	Records to be microfilmed and film to be retained permanently. Periodically transfer master silver negative film to the Maryland State Archives:
	National Board of Medical Examiners.	Retain non-record reference copy at Board Office until no longer needed.
	d. Certification of Postgraduate Training in U.S.A.	no longer needed.
	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.	
	<ul><li>k. Photostatic copy of transcript of grades from medical school.</li></ul>	
	<ol> <li>Disciplinary forms from Federation of State Medical Boards and National Practitioner Data Bank.</li> </ol>	1

m. Licensure verification form from other states

where licensed.

## RECORDS RETENTION AND DISPOSAL SOMEDULE

(CONTINUATION SHEET)

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

Thereafter destroy.

DGS-550-1A

#### RECORDS RETENTION AND DISPOSAL SOMEDULE ICONTINUATION SHEET)

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Retention Description No. Applications for Registration, Certification of Microfiche 2 copies within 12 months of registration. Allied Health Professionals. Applications for Registration or Certification of Allied Health Professionals under the jurisdiction of Retain working paper (1st the Board. Application form shows applicant's background, various certifications, and proof of microfiche) at Board office for 2 years; then destroy. having met educational and other requirements. Retain record copy (2nd microfiche) at state records center for 20 vears: then destroy. Retain original application two (2) years; then destrov. 8. Licensing Correspondence. Retain in Board office Letters requesting information on licensing examinations and issuance of credentials are included for three (3) years. in this file series. The correspondence is arranged Thereafter destroy. in two sections: foreign graduate doctors and United States graduate doctors. These files are in alphabetical order by name of doctor. 9. General Correspondence Files. This file contains Except for the policy correspondence, reports and records pertaining to the documents (Advice and general business of the Board. Included is Opinions of the Attorney correspondence with federal agencies, state General; Advisory Opinions officials, local officials, associations (including of the Board. Annual the Medical and Chirurgical Faculty), hospitals, Reports - 7/1/80 to

present, Policy Statements individuals. The file includes: Advice and Opinions and Legislative History), retain general correspondence for 3 years; then destroy.

Index Policy statements by subject matter on automated file. Retain Policy documents permanently by transferring to the State Archives periodically.

other state boards, state institutions and private

of the Attorney General; Advisory Opinions of the

Board, Annual Reports - 7/1/80 to present, Policy

There are reports to American Medical Association + legislation brought before the General Assembly.

These files are arranged alphabetically by subject.

Statements and Legislative History.

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### RECORDS RETENTION AND DISPOSAL SOMEDULE (CONTINUATION SHEET)

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To.	Description	Retention
10.	decisions concerning physicians brought before the Board which are published in the Maryland Medical Journal.	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.		Retain non-record reference copy at Board Office until no longer needed.
12.	Open Investigation Files. 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.	A. <u>Investigative Files</u> closed with no advisory opinion. Files contain investigative material as in Item 12. Series is kept secure and alphabetically.	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.
		Retain SUMMARY in automated data base in office for 20 years. Then destroy.
	B. <u>Investigative Files</u> closed with an advisory opinion. Files contain same investigative material	Follow 13 A. Then, Retain SUMMARY and ADVISORY OPINION in automated data base in office for 20 years. Then destroy.

# RECORDS RETENTION AND DISPOSAL SOMEDULE (CONTINUATION SHEET)

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No.	Description	Retention
14.	Malpractice Settlements File. 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.	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.
15.	Malpractice Claims Files. File contains claims of malpractice in paper form and automated (D BASEIII+ Data Base) form 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.
16.	Persons Investigated (Automated Complaint Tracking History). 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.	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.
17.	Accounting Ledger. Contains accounts, fees, technical expenses and individual expenses.  Rosters & Renewals Sheets.	Retain for three (3) years or until all audit requirements are fulfilled. Then destroy.  Retain for two (2) years or
	Contains File Maintenace Sheets and other material to enter into automated files of Medical Disciplines.	until all audit requirements are fulfilled. Then destroy.

# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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	•	No.
tem Na.	Description	Retention
18.	Board Packets. Additional material prepared for Board members to read outside of Board meetings.	Retain one copy of packet for 1 year; then destroy.
19.	Committee Packets.  Agenda and tabulated material prepared for each meeting of the various Advisory Committees.	Retain one copy of packet for 1 year; then destroy.
20.	Weekly Review Panel and Packets. 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.	Controlled Correspondence 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.	Physician Privilege Information 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.

1	ł	•	
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	ſ	GENERAL SERVICES	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD	P.O. BOX 273  JESSUP, MARYLAND 20794		
RECORDS RETENTION SCHEDULE			PAGE 1 OF 8
1. DEFARTMENT/AGENCY	2. DIVISION	• 1	3. UNIT
Dept. of Health &Mental Hygiene			
DEFINITION-RECORD SERIES - REFEREN	P OF RELATED RECO NCE AS WELL AS RE	TENTION AND DISK	CD AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		I. EARLIEST YEAR/LATEST YEAR
Minutes of Closed Proceeding	s (non-public me	etings)	1955 To present
6. RECORD SERIES DESCRIPTION	RIEFLY DESCRIBE T	HE TYPES OF INFOR	HATION/DOCUMENTS/FORMS FOUND
1	d ime pektep.	. INCLUDE THE P	Unfose on function of the series
Quasi-judiciary hearings on from Executive sessions of t	discipline, motion he Board and its	ons and vote, personantiteess and p	sonnel matters, and all minutes panels.
All decisions are indexed el	ectronically and	must be retrieval	ole for legal purposes.
	•		
	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	3. VOLUME (3 x 5 card size)
LETTER SIZE " MICROFILM	□ ALPHABETI	CAT.	2 footlong File DRAWER(S)
EGAL SIZE COMPUTER TAPE	CHRONOLOGICAL		2 D MICROFILM REEL(S) COMPUTER TAPE(S)
O BOUND BOOK O FLOPPY DISK			NUMBER OTHER(SPECIFY)
audio Tape U Video Tape	GEOGRAPHI	CYT .	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S)
microfiche			NUMBER COMPUTER TAPE(S)
THE TOTAL CONTRACTOR OF THE PROPERTY OF THE PR			O OTHER (SPECIEY)
11. FILE IS USED			ES INACTIVE AFTER -NEVER -
DAILY WEEKLY	D MONTHLY	NOMBER D	MONTH(S) PEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL	•	1	ERIES DUPLICATED ELSEVIERE?
Bd. of Phys. Oual. Assurance - 3 4201 Patterson Ave., Metro Build		(IF YES, SPECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS X YES		16. AUDIT REQUI	DEVENTE
(IF YER, CITE LAW(S) & REGULAT		1	
HO 14-410 and 411; 14-413. S.G. 10-617.		A NONE D ST.	ATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF YES. EXPLAIN		18. RECOMMENDE	D RETENTION
BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		PERMANENT f	or microfiches.
YES O NO			
Index is on VAX system assigned to BPQA.			•
J. Michael Compton	764-4770	UMBER	ZI. DATE
Act. Executive Director		,	May 5, 1992

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD RECORDS RETENTION SCHEDULI (DGS 180-1)	RECORDS MANA 7278 WA' F.O.	CEMERAL SERVICES CEMENT DIVISION TERLOO ROAD BOX 275 ARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE 2 OF 8
1. DEFARTMENT/AGENCY	Z. DIVISION	•	3. UNIT
Dept. of Health &Mental Hygien			
DEFINITION-RECORD SERIES-A GROU	JP OF RELATED RECT	ORDS NOWALLY FIL	ED AND USED AS A DIT POR
4. RECORD SERIES TITLE  Medical Registers - assignment	•		8. EARLIEST YEAR/LATEST YEAR  1934 TO 1968
Names, changes, qualifying re	N THE SERIES.	. INCLUDE THE	PURPOSE OR FUNCTION OF THE SERIES!
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	ES SEQUENCE	9. VOLUME
TETTER SIZE   HICROFILM	D ALPHABET	ICAL :	FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	- NUMERICAL	-	7 □ MICROFILM REEL(S)  7 □ COMPUTER TAPE(S)
O BOUND BOOK O FLOPPY DISK	X CHRONOLOG	FICAL,	binders OTHER(SPECIFY)
STATE OSCIV DE STATE OLGUA, D	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHER(SPE	CIFY)	1 •
Folio Volumes in binders			No More D FILE DRAWER(S) :  No More D MICROFILM REEL(S)  HUMBER D COMPUTER TAPE(S)  D OTHER(SPECIEY)
11. FILE IS USED		12. FILE BECOM	ES INACTIVE AFTER
X DAILY D WEEKLY	D HONTHILY		MONTH(S) TELR(S) after deat
Bd. of Phys. Oual. Assurance - 3 4201 Patterson Ave., Metro Build	3rd Floor	14. IS RECORD S	SERIES DUPLICATED ELSEWHERE? SECIPY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS G YES X NO  (IF YES, CITE LAW(S) & REGULATION(S)  17. IS AN INDEX SYSTEM USEDI (IF YES, EXPLAIN  PRIEFLY AND DESCRIBE ANY HANDBARE/SOFTWARE)  YES X NO		16. AUDIT REQUI	REMENTS (passed)
		18. RECOMMENDE PERMANENT	D RETENTION
J. Michael Compton 764-4770  Act. Executive Director		UMBER	21. DATE May 5, 1992

DGS 550-4 (REVISED 2/87)

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD RECORDS RETENTION SCHEDULE [DGS \$80-1]	RECORDS MANAG 7278 WAT P.O.	GENERAL SERVICES EMENT DIVISION ERLOO ROAD BOX 273 RYLAND 20784	AGENCY RECORDS INVENTORY  PAGE 3 OF 8
1. DEPARTMENT/AGENCY	2. DIVISION	1	3. UNIT
Dept. of Health &Mental Hygiene			
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECO	RDS HOPHALLY FILE	ROT TINU A BA DEBU DNA C
	CK AS WELL AS RE	TENTION AND DIEFO	
4. RECORD SERIES TITLE Applications for Initial Medi	iaal Tiaansas		1974 to present
	<del></del>		
All documents necessary to an for physician licensure.	( int stries.	, INCLUDE THE P	unpose on function of the series
7. RECORD SERIES FORMAT(S)	. RECORD SERIES SEQUENCE		9. VOLUME 5 x 6 card size
ETTER SIZE D MICROFILM	WXALPHABETICAL (prior 1988)		MXFILE DRAWER(S)
G LEGAL SIZE G COMPUTER TAPE	XXXIVERICAL		9 0 COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL		NUMBER OTHER(SPECIFY)
AUDIO TAPE UIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY) Microfiche	OTHER(SPE	ciry)	TILE DRAWER(S) ((2))  I D MICROFILM REEL(S)  RUMBER D COMPUTER TAPE(S)
		·	. O OTHER (SPECIEY)
XX DAILY D WEEKLY	. DONTHLY		S INACTIVE AFTER -NEVER-
Bd. of Phys. Oual. Assurance - 3 4201 Patterson Ave., Metro Build	rd Floor		ERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS XXYES	п но	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULATION(S) Public Information Act SG 10-611 to 628		XM NONE O STATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED	RETENTION
O YES MIX NO Planned for future.		PERMANENTLY	
J. Michael Compton	20. TELEPHONE M	MEER	21. DATE
Act. Executive Director			May 5, 1992

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WILL ECORDS RETENTION SCHEDULE (DGS 180-1)	RECORDS MANAG 7278 WAT P.O.	GENERAL SERVICES EMENT DIVISION TERLOO ROAD BOX 273 ARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE 4 OF 8
1. DEFARTMENT/AGENCY	2. DIVISION	71	3. UNIT
Dept. of Health &Mental Hygiene	•	ian Qual. Assuranc	
	<del></del>		AND USED AS A UNIT FOR
DEFINITION-RECORD SERVER	YCK AS WELL AS RE	TENTION AND DISPOS	ITION PURPOSES .
4. RECORD SERIES TITLE	·		I. EARLIEST YEAR/LATEST YEAR
Applications for Reinstateme		1984 TO present	
6. RECORD SERIES DESCRIPTION ("INC. Contains all documents neces	ive sexies.	. INCLUDE THE PU	PROBE OF FUNCTION OF THE RESIDES
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	es sequence	9. VOLUME (5" x 6")
TTER SIZE UNICROFILM	- ALPHABETICAL		X FILE DRAWER(S)
TEGAL SIZE COMPUTER TAPE	NUMERICAL		6 D COMPUTER TAPE(S)
G BOUND BOOK G FLOPPY DISK	CHRONOLOGICAL		NUMBER D OTHER (SPECIFY)
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHI	CVT.	one foot long  10. ANNUAL ACCUMULATION
MOTHER (SPECIFY)	OTHER(SPE	cify)	FILE DRAWER(S)
Microfiche			NUMBER COMPUTER TAPE(S)
II. FILE IS USED  WEEKLY  O WEEKLY	D HONTHLY	12. FILE BECOMES	··································
Bd. of Phys. Oual. Assurance - 3 4201 Patterson Ave., Metro Build	rd Floor		RIES DUPLICATED ELSEWHERE?
(IF YES, CITE LAW(E) A REQULAT Public Information Act SG 10-61	100(=)	16. AUDIT REQUIR	EVENTS TE O FEDERAL O INDEPENDENT
T. IS AN INDEX SYSTEM USED! (IF YEE.EDPLAIN BELEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  TYES NO		18. RECOMMENDED PERMANENT	RETENTION
J. Michael Compton 764-4770  Act. Executive Director		UNGSER 2	1. DATE May 5, 1992
DCS 330-4 (REVISED 2/87)	Fig. 7	7	31

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WILL RECORDS RETENTION SCHEDULE (DGS \$80-1)	RECORDS MANAG 727% WAT P.O. JESSUP, MA	GENERAL SERVICES EMENT DIVISION FERLOO ROAD BOX 273 GRYLAND 20794	AGENCY RECORDS INVENTORY  PAGE 5 OF 8
1. DEFARTMENT/AGENCY	2. DIVISION	· <b>1</b>	3. UNIT
Dept. of Health &Mental Hygiene			
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECO	RDS HORMALLY FILE	O AND USED AS A UNIT FOR
	ICE AS WELL AS RE	TENTION AND DISPO	
4. RECORD SERIES TITLE Results of Maryland State Medi	cal Evams		1918 TO 1972
Folio volumes of name, date and State agencies.	IME SERIES.	. INCLUDE THE PO	DAPOSE OR FUNCTION OF THE SERIES
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME
TTTER SIZE A MICROFILM	□ ALPHABETI	CAL.	D FILE DRAWER(S)
C EGAL SIZE COMPUTER TAPE	A NEWERICAL	•	MICROFILM REEL(S)  5 G COMPUTER TAPE(S)
O BOUND BOOK O FLOPPY DISK	CHRONOLOG	SICAL	NUMBER O OTHER (SPECIFY)
audio TAPE UVIDEO TAPE	GEOGRAPHI	CYL	binders
OTHER (SPECIFY)	OTHER(SPE		10. ANNUAL ACCUMULATION  D FILE DRAWER(S)
			00 D MICROFILM REEL(S)
Folio volumes			NUMBER COMPUTER TAPE(S)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER 2012 AD
DAILY D WEEKLY	<b>XXXXXXXXXXXX</b>	1 00	ONTH(S) TYEAR(S)
is. CURRENT LOCATION(S) (BLDGFL Bd. of Phys. Oual. Assurance - 3 4201 Patterson Ave., Metro Build	rd Floor	14. IS RECORD SE	RIES DUPLICATED ELSEWHERE?
13. ACCESS RESTRICTIONS XX YES  (IF YES, CITE LAW(x) & REQULAT  SG 10-611 to 628		16. AUDIT REQUIR	EMENTS TE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED	
TYES Y NO		20 years onsite	
		PERMANENT '	THEREAFTER
J. Michael Compton Act. Executive Director	764-4770	UNGER 2	May 5, 1992
DCS 550-4 (REVISED 2/87)	Fig. 7	7	31

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 20784		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES, FORWARD RECORDS RETENTION SCHEDULE [DGS 180-1]			PAGE 6 OF 8		
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT		
Dept. of Health &Mental Hygiene					
DEFINITION-RECORD SERIES-	DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NOMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION DATA DISTRIBUTION PURPOSES.				
4. RECORD SERIES TITLE	•		S. EARLIEST YEAR/LATEST YEAR		
General Correspondence cont	aining Opinions	of AG, Bd,Annual	1		
V. ALCOMO SERVEZO DESCRIPTION (1)	THE SERIES.	ו ארד אמטוטאו	MATION/DOCUMENTS/FORMS FOUND UNPOSE OR FUNCTION OF THE SERIES		
Statements of Public Policy	y on Medical Prac	tice Act, COMAR a	and work of BPQA		
· · · · · · · · · · · · · · · · · · ·	· ·.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME (3" x 5")12 " long		
PARTTER SIZE A MICROFILM	ALPHABETICAL  O NEMERICAL  O CHRONOLOGICAL		X FILE DRAWER(S)		
G ECAL SIZE G COMPUTER TAPE			D MICROFILM REEL(S)  COMPUTER TAPE(S)  NUMBER  OTHER(SPECIFY)		
O BOUND BOOK O FLOPPY DISK					
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHI	CAL.	10. ANNUAL ACCUMULATION		
OTHER (SPECIFY)	OTHER(SPE	CIFY)	FILE DRAWER(S)		
Microfiche			.25 D MICROFILM REEL(S) RUBER D COMPUTER TAPE(S) . D OTHER SPECIFY		
11. FILE IS USED		12. FILE BECOME	ES INACTIVE AFTER NEVER		
A DAILY O MEEKLY	□ MONTHITA	RUMBER CI	MONTH(S) TYEAR(S)		
Bd. of Phys. Oual. Assurance - 3 4201 Patterson Ave., Metro Build	rd Floor	1	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS TYES 18 NO (IF YET, CITE LAW(E) & REGULATION(E)		16. AUDIT REQUIREMENTS  NONE O STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HANDBARE/SOFTWARE)		18. RECOMMENDE	D RETENTION		
Electronic index to be prepared on LAN soon.		PERMANE	NT .		
J. NAME AND TITLE OF PREPARER J. Michael Compton Act. Executive Director	20. TELEPHONE NO. 764-4770	UMBER	May 5, 1992		

DGS 550-4 (REVISED 2/87)

			·
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITE ECORDS RETENTION SCHEDULE (DGS 110-1)	RECORDS MANA	GENERAL SERVICES GEMENT DIVISION TERLOO ROAD BOX 273 ARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE 7 OF 8
1. DEFARTMENT/AGENCY	2. DIVISION	•1	3. UNIT
Dept. of Health &Mental Hygiene			
DEFINITION-RECORD SERIES -	OF RELATED RECO CE AS WELL AS RE	PRDE HORMALLY FILE	D AND USED AS A UNIT FOR
4. RECORD SERIES TITLE  Legal Disciplinary Orders -	••		5. EARLIEST YEAR/LATEST YEAR 1981 To present
All Orders pronounced by the health technicians.	ine periep.	. INCLUDE THE PO	IRPOSE OR FUNCTION OF THE SERIES
	· · ·		
. RECORD SERIES FORWAT(S)	8. RECORD SERIE	ES SEQUENCE	9. VOLUME (5" x 6") 12" long
TER SIZE " NICROFILM	* ALPHABETI	icir ,	A FILE DRAWER(S)
G LEGAL SIZE G COMPUTER TAPE	- NEWERICAL		D MICROFILM REEL(S)  1/2 D COMPUTER TAPE(S)
O BOUND BOOK O FLOPPY DISK	□ CHBONOLOG	ICAL .	NUMBER [ OTHER (SPECIFY)
Q AUDIO TAPE Q VIDEO TAPE	□ CEOCRAPHI	cvr ·	10. ANUAL ACCUMULATION
M OTHER (SPECIFY)	OTHER(SPE	CIFY)	FILE DRAWER(S)
Microfiche	-		25 UNICROFILM REEL(S) RUMBER U COMPUTER TAPE(S) UNIVERSPECIEVS
DAILY DEEKLY	. DICKTHILY	J.	S INACTIVE AFTER -NEVER-
d. CURRENT LOCATION(S) (BLDG.,FLO d. of Phys. Qual. Assurance - 3r 201 Patterson Ave., Metro Buildi	d Floor		RIES DUPLICATED ELSEWHERE?
(IF YES, CITE LAW(S) & REGULATIONS HO 14-140 thru 413; SG 10-611 to		II. AUDIT REQUIR	elents Te 0 Federal 0 Independent
RITERLY AND DESCRIBE ANY HAR	KS.EDPLAIN	18. RECOMMENDED	RETENTION
O YES NO		PERMANEN	T
	·		
. NAME AND TITLE OF PREPARER J. Michael Compton Act. Executive Director	764-4770	AGER 2	May 5, 1992
DGS 330-4 (REVISED 2/87)	Fig. 7	7	31

			·
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WILL DECORDS RETENTION SCHEDULE [DGS 180-1]	E FORM FOR EACH NEW OR RECORD SERIES, FORWARD CORDS RETENTION SCHEDULE RECORDS MANAGEMENT DIVISION 7271 WATERLOO ROAD P.O. BOX 2711		AGENCY RECORDS INVENTORY  PAGE 8 OF 8
	<del></del>	·1	
1. DEPARTMENT/AGENCY	2. DIVISION	4 - 0 -1 A	3. UNIT
Dept. of Health &Mental Hygiene	<del></del>		CE 32.16.02 D AND USED AS A UNIT FOR
DEFINITION-RECORD SERIES - A GROU	HCK AN WELL AN HE	משום מאג אסודאאדם	PITION PURPOSES .
4. RECORD SERIES TITLE Weekly Review Panel/Committe	ee Packets		1989 TO present
4. RECORD SERIES DESCRIPTION ("1)	RIKPLY DESCRIBE T N THE SERIES.	THE TYPES OF INFORMATION INCLUDE THE PO	ATION/DOCUMENTS/FORMS FOUND DEPOSE ON FUNCTION OF THE SERVICE)
Packages of Focus Sheets, Packages of Focus Sheets, Packages of all com-		<del>-</del>	aterial that is presented
	·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SECUENCE  ALPHABETICAL  DINGMERICAL  CHRONOLOGICAL		8 U MICROFILM REEL(S)  OCMPUTER TAPE(S)  HUMBER  OTHER(SPECIFY)  5-drawer file cabinets
TTER SIZE I NICROFILM			
C LCAL SIZE COMPUTER TAPE			
D BOUND BOOK D FLOPPY DISK			
D AUDIO TAPE D VIDEO TAPE	GEOGRAPHICAL .		
OTHER(SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  U FILE DRAWER(S)
			10 DICROFILM REEL(S) NUMBER TO COMPUTER TAPE(S) . O OTHER SPECIEY)
M DAILY D MEEKLY	ם אסאנוינר.	12. FILE BECOMES	
3. CURRENT LOCATION(S) (BLDC.,FLOOR,ROOM) 3d. of Phys. Qual. Assurance - 3rd Floor 4201 Patterson Ave., Metro Building - DHMH		(4. IS RECORD SERIES DUPLICATED ELSEWHERE)  (IF YES, SPECIFY AGENCY OR OFFICE)  O YES # NO	
S. ACCESS RESTRICTIONS XXYES ONO  (IF YES, CITE LAW(s) & REQULATION(s) ,SG !) 611 THRU 628; HO 140413(a)		16. AUDIT REQUIREMENTS  NONE O STATE O FEDERAL O INDEPENDENT	
7. IS AN INDEX SYSTEM USED! (IF YES, EDIPLAIN RUIEFLY AND DESCRIBE ANY HANDBARE/SOFTWARE)		1. RECOMMENDED RETENTION	
on LAN in future.		PERMANENT	
J. Michael Compton 764-4770  Act. Executive Director		UMBER 2	1. DATE
			May 5, 1992
DCS 550.4 (REVISED 2/87) Fig. 7			
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