DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1629

Page 1 of 1

Agency: Dept. of Health & Mental Hygiene
Medical Care Policy Administration

Division/Unit: Division of Aging Services

Item No.	Description	Retention
1.	ADULT DAY CARE HUMAN SERVICE CONTRACTS Files may contain the following records: Program proposals, budgets, budget modifications, awards, contracts, site visit reports, correspondence, program service data and information (eg. quarterly data reports, etc.) Miscellaneous records.	Retain for a minimum of six (6) full years plus current year and until all audit requirements have been fulfilled, then destroy.
2.	GERIATRIC EVALUATION SERVICES HUMAN SERVICE CONTRACTS Files may contain the following records: See #1 above	Same as above
3.	PERSONNEL FILES Applications, appointment letters, commendations, counseling, disciplinary actions, efficiency ratings, training, etc.	Retain for six (6) years after employee separates from unit then destroy.
4.	TIME SHEETS	Retain for six (6) years. Then destroy
5.	ADMINISTRATIVE RECORDS Employee expense accounts, Administration/Division budgets, correspondence related to budgets.	Retain for six (6) years then destroy.
6.	AUDIT REPORTS - Conducted by State Legislative Auditors	Retain for ten (10) years, then destroy.
7.	AUDIT REPORTS - Conducted by persons or agencies other than State Legislative Auditors	Retain permanently, periodically transfer to State Archives.

Schedule Approved by Department, Agency, or Division Representative.
Date April 12, 1994
Signature Theresa Smith
Typed Name Theresa Smith
Title Acting Chief, Div. of Adm. Srvs.

Schedule Authorized by State Archivist
Date 8/1/94
Signature

DGS 550-1 (Rev. 1/93)

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 7

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dept. of Health & Mental Hygiene	Medical Care Policy Administration	Division of Aging Services

DEFINITION - Records 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	5. EARLIEST YEAR / LATETEST YEAR
Adult Day Care Human Service Contracts (grants)	1987 TO 1994

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Proposals and budgets submitted by providers and all follow-up information. This may also include site visit reports conducted by this Division.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
xx Letter Size xx Legal Size ☐ Bound Book ☐ Audio Tape ☐ Microfilm ☐ Computer Tape ☐ Floppy Disk ☐ Video Tape ☐ Other (Specify) _____	xx Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____	xx File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☐ Other (Specify) _____ 5 Number 10. ANNUAL ACCUMULATION ☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify) _____ 1 1/2 Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ Daily ☐ xx Weekly ☐ Monthly	36 Number xx Month(s) ☐ Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Outside of room 128, 1st Floor, O'Conor Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ☐ Yes _____ xxx No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) ☐ Yes _____ xx No	16. AUDIT REQUIREMENTS ☐ None xx State ☐ Federal ☐ Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) ☐ Yes _____ xx No	18. RECOMMENDED RETENTION Retain for a minimum of six (6) full years and current year or until audit requirements have been fulfilled, then destroy.
19. NAME AND TITLE OF PREPARER Douglas C. Sommers	20. TELEPHONE NUMBER (410) 225-6764
21. DATE 4/12/94	

DGS 550-4 (Revised 1/93)

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 2 Of 7

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dept. of Health & Mental Hygiene	Medical Care Policy Administration	Div. of Aging Services

DEFINITION - Records 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	5. EARLIEST YEAR / LATETEST YEAR
Geriatric Evaluation Services Human Service Contracts (grants)	1987 TO 1994

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Proposals and budgets submitted by providers and all follow-up information.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
XX Letter Size XX Legal Size ☐ Bound Book ☐ Audio Tape ☐ Microfilm ☐ Computer Tape ☐ Floppy Disk ☐ Video Tape ☐ Other (Specify) _____	XX Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____	XX File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☐ Other (Specify) _____ 5 Number 10. ANNUAL ACCUMULATION XX File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify) _____ 1 1/2 Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ Daily XX Weekly ☐ Monthly	36 Number XX Month(s) ☐ Year(s)
13. CURRENT LOCATION(S) (Bldg, Floor, Room) Outside of room 128, 1st Floor O'Conor Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ☐ Yes _____ XX No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) ☐ Yes _____ XX No	16. AUDIT REQUIREMENTS ☐ None XX State ☐ Federal ☐ Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) ☐ Yes _____ XX No	18. RECOMMENDED RETENTION – Retain for a minimum of six (6) full years and current year or until audit requirements have been fulfilled then destroy
19. NAME AND TITLE OF PREPARER Douglas C. Sommers	20. TELEPHONE NUMBER (410) 225-6764
21. DATE 4/12/94	

DGS 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 3 of 7

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dept. of Health & Mental Hygiene	Medical Care Policy Administration	Div.of Aging Services

DEFINITION - Records 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	5. EARLIEST YEAR / LATETEST YEAR
PERSONNEL FILES	1987 TO 1995

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Personnel Files - applications, appointment letters, commendations, counseling, disciplinary actions, efficiency ratings, training, etc.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
xx Letter Size xx Legal Size ☐ Bound Book ☐ Audio Tape ☐ Microfilm ☐ Computer Tape ☐ Floppy Disk ☐ Video Tape ☐ Other (Specify) _____	xx Alphabetical ☐ Numerical xx Chronological ☐ Geographical ☐ Other (Specify) _____	xx File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☐ Other (Specify) _____ 1 Number 10. ANNUAL ACCUMULATION xx File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify) _____ 1/6 Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ Daily ☐ Weekly xx Monthly	6 Number ☐ Month(s) xx Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Outside of room 128, 1st Floor, O'Conor Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ☐ Yes _____ xx No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) ☐ Yes _____ xx No	16. AUDIT REQUIREMENTS ☐ None xx State ☐ Federal ☐ Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) ☐ Yes _____ ☐ No	18. RECOMMENDED RETENTION - Retain for six (6) years after employee separates from unit then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Douglas C. Sommers	(410) 225-6764	4/12/94

DGS 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 4 Of 7

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dept. of Health & Mental Hygiene	Medical Care Policy Adm.	Div. of Aging Services

DEFINITION - Records 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	5. EARLIEST YEAR / LATETEST YEAR
TIME SHEETS	1987 TO 1995

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Time Sheets for staff members, past and current.

7. RECORD SERIES FORMAT(S)

- [ ] Letter Size
- [ ] Microfilm
- [x] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

1 Number

10. ANNUAL ACCUMULATION

- [x] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

1/6 Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [x] Monthly

12. FILE BECOMES INACTIVE AFTER

6 Number [ ] Month(s) [x] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Outside room 128, 1st floor O'Conor Bldg.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes _____
- [x] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- [ ] Yes _____
- [x] No

16. AUDIT REQUIREMENTS

- [ ] None
- [x] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION - Retain for six (6) years then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Douglas C. Sommers	(410) 225-6764	4/12/94

DGS 550-4 (Revised 1/93)

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 5 of 7

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dept. of Health & Mental Hygiene	Medical Care Policy Administration	Division of Aging Services

DEFINITION - Records 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	5. EARLIEST YEAR / LATETEST YEAR
Administrative Records	1987 TO 1995

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Administrative records of employee expense accounts, administration/division budgets, correspondence related to budgets.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
xx Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	xx Alphabetical ☐ Numerical xx Chronological ☐ Geographical ☐ Other (Specify) _____	xx File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☐ Other (Specify) _____ 1 Number 10. ANNUAL ACCUMULATION ☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify) _____ _____ Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ Daily ☐ Weekly xx Monthly	6 Number ☐ Month(s) xx Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Outside of room 128, 1st floor, O'Conor Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ☐ Yes _____ ☐ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) ☐ Yes _____ xx No	16. AUDIT REQUIREMENTS ☐ None xx State ☐ Federal ☐ Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) ☐ Yes _____ ☐ No	18. RECOMMENDED RETENTION – Retain in office for 6 years and then destroy.
19. NAME AND TITLE OF PREPARER Douglas C. Sommers	20. TELEPHONE NUMBER (410) 225-6764
21. DATE 4/12/94	

DGS 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 6 of 7

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dept. of Health & Mental Hygiene	Medical Care Policy Admin.	Div. of Aging Services

DEFINITION - Records 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	5. EARLIEST YEAR / LATETEST YEAR
Audit Reports	1987 TO 1995

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 conducted by State Legislative Auditors.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
xx Letter Size xx Legal Size ☐ Bound Book ☐ Audio Tape ☐ Microfilm ☐ Computer Tape ☐ Floppy Disk ☐ Video Tape ☐ Other (Specify) _____	x Alphabetical xxx Numerical xxx Chronological ☐ Geographical ☐ Other (Specify) _____	xx File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☐ Other (Specify) _____ 1 Number 10. ANNUAL ACCUMULATION xx File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify) _____ _____ Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ Daily ☐ Weekly xx Monthly	6 Number ☐ Month(s) xx Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Outside of room 128, 1st floor O'Conor Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ☐ Yes _____ xxx No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) ☐ Yes _____ xx No	16. AUDIT REQUIREMENTS ☐ None xx State ☐ Federal ☐ Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) ☐ Yes _____ ☐ No	18. RECOMMENDED RETENTION - Retain for ten (10) years then destroy.
19. NAME AND TITLE OF PREPARER Douglas C. Sommers	20. TELEPHONE NUMBER (410) 225-6764
21. DATE 4/12/94	

DGS 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 7 Of 7

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dept. of Health & Menal Hygiene	Medical Care Policy Adm.	Div. of Aging Services

DEFINITION - Records 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	5. EARLIEST YEAR / LATETEST YEAR
Audit Reports	1987 TO 1995

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 conducted by persons or agencies other than State Legislative Auditors.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
XX Letter Size XX Legal Size ☐ Bound Book ☐ Audio Tape ☐ Microfilm ☐ Computer Tape ☐ Floppy Disk ☐ Video Tape ☐ Other (Specify) _____	XX Alphabetical ☐ Numerical XX Chronological ☐ Geographical ☐ Other (Specify) _____	XX File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☐ Other (Specify) _____ 1 Number 10. ANNUAL ACCUMULATION XX File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify) _____ 1/6 Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ Daily ☐ Weekly XX Monthly	6 Number ☐ Month(s) XX Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) OUtside of room 128, 1st Floor O'Conor Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ☐ Yes _____ XX No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) ☐ Yes _____ XX No	16. AUDIT REQUIREMENTS ☐ None XX State ☐ Federal ☐ Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) ☐ Yes _____ ☐ No	18. RECOMMENDED RETENTION - Retain permamently, periodically transfer to State Archives

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Douglas C. Sommers	(410) 225-6764	4/12/94

DGS 550-4 (Revised 1/93)