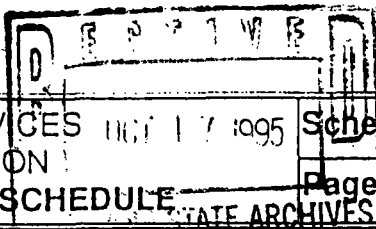


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DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 1759  
 Page 1 of 2

Agency Maryland Dept. of Health and Mental Hygiene  
 Division/Unit Office of Health Promotion, Education and Tobacco Use Prevention

Item No.	Description	Retention
1	<u>General Administration</u> Included in this series are detailed cost ledgers, budget material, inventories, time sheets, leave cards, other related documents.	Retain for five (5) years or until last audit, whichever is longer, then destroy
2	<u>Accounting</u> Accounting records include requisitions, bills/invoices, purchase orders, expense accounts, travel requests, purchasing information, etc.	Retain for three (3) years or until last audit, whichever is longer, then destroy
3	<u>Personnel Records</u> Contained herein are employment applications, probation reports, annual efficiency reports, letters of commendation, reprimands, disciplinary suspension forms, Special Payments Payroll forms, other related documents.	Retain for seven (7) years after termination of employment, then destroy.
4	<u>Grants/Procurement Records</u> Included in this series are Unified Grant Awards, Memorandums of Understanding, Requests for Proposals, Standard Service Contracts, Cooperative Agreements, Public Health and Health Services Block Grants and other related records.	Retain in office until all audit requirements have been satisfied, then transfer to State Records Center for three (3) years, then destroy.
5	<u>General Correspondence</u> Consists of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, materials requests, etc.	Screen file annually. Destroy material no longer needed for current business. Directives and other material related

Schedule Approved by Department, Agency, or Division Representative.  
 Date 9/19/95  
 Signature Joan Stine  
 Typed Name Joan Stine  
 Title Director, Office of Health Promotion

Schedule Authorized by State Archivist  
 Date OCT 3 1 1995  
 Signature Edward C. Spangenberg

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> (Continuation Sheet)	Schedule No. 1759 <hr/> Page 2 of 2
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Agency Maryland Dept. of Health and Mental Hygiene	Division/Unit Office of Health Promotion, Education and Tobacco Use Prevention
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Item No.	Description	Retention
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6	<p><u>Controlled Correspondence</u>                      May include control letters, proposed legislation, position statements, legal documents, related items.</p>	<p>to planning and policy retain permanently. Periodically transfer to State Archives.</p> <p>Retain for five (5) years. Then destroy material that has no permanent value and is no longer needed for current business.</p>
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<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>1</u> Of <u>1</u>	
<b>1. DEPARTMENT/AGENCY</b> Maryland Dept. of Health & Mental Hygiene		<b>2. DIVISION</b> Local & Family Health Administration		<b>3. UNIT</b> Office of Health Promotion, Education and Tobacco Use Prevention	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. RECORD SERIES TITLE</b> General Correspondence				<b>5. EARLIEST YEAR / LATEST YEAR</b> 1980 TO present	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>This series consists of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, materials requests, etc. Only those documents containing directives or other information related to planning and policy (i.e., expansion, consolidation, etc.) will be retained permanently.</p>					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>16</u> Number	
		<b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/2</u> Number			
<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 300 W. Preston St., Rm 304		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b>			
<b>19. NAME AND TITLE OF PREPARER</b> Joyce Dantzler, Assistant Director		<b>20. TELEPHONE NUMBER</b> 225-1362		<b>21. DATE</b> 9/20/95	