SCHEDULE NUMBER 2020

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE Deputy Secretariat for Operations Office of Planning and Capital Financing SECRETARIAT/ADMINISTRATION OFFICE/DIVISION BOARD/UNIT						
Item No.	Description of Records (Programs, Forms, etc	.) Retention				
1.	PERSONNEL FILES					
	This series includes papers pertaining to individual employees in this office/unit. Eac folder may contain copies of some or all of the following documents: A. Application	1 1				
	B. MS 22					
	C. Personnel Correspondence					
	D. Employee Correspondence					
,	E. Reclassification Information					
:	F. Resignation Letter					
2.	PERSONNEL MEDICAL FILES					
	Screen periodically. Destroy information which is over 5 years old and no longer needed. When employee leaves, move folders to inactive file. Retain for 5 years or until audited, then destroy.					
APPROVED BY: (DHMH Official) AUTHORIZED BY: (State Archivist)						

DATE: June 26, 1998	DATE:AUG 2 4 1998
NAME/TITLE Elizabeth G. Barnard, Director	SIGNATURE Strande. Squarfor h

SCHEDULE NUMBER 2020

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations

Office of Planning and Capital Financing

OFFICE/DIVISION SECRETARIAT/ADMINISTRATION Retention Item No. **Record Series Description** 3. **GENERAL ADMINISTRATIVE FILES** Screen files periodically; destroy This series contains the record copy of incoming correspondence. It includes correspondence information which is over 5 years old and between the Office of Planning and Capital no longer needed. Financing and the Department of Health and Mental Hygiene (DHMH) facilities, as well as correspondence with other DHMH offices and other State agencies. This series also includes information handouts from other DHMH offices and State agencies. OFFICE/DEPARTMENT ARCHIVAL FILES 4. Retain in office until no longer needed, This series contains information screened from files which shows the development of the office then transfer to the Maryland State and/or DHMH. These files include a copy of the Archives. DHMH Executive Plan for the years 1983-1989. 5. **READING FILE** Retain in office for 5 years, transfer to The Reading file is an annual file, in State Records Center for 5 more years, chronological sequence, of the "record" copy of all outgoing correspondence. then destroy. 6. TIMEKEEPING FILES Retain in office for 5 years until audit This series is a compilation of timekeeping sheets for each employee in the unit. requirements have been met, then destroy.

SCHEDULE NUMBER 2020

PAGE <u>3</u> OF <u>9</u>

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT	OF	HEALTH &	MENTAL	HYGIENE

Deputy Secretariat for Operations Office of Planning and Capital Financing						
SECRETARIAT/ADMINISTRATION OFFICE/DIVISION BOARD/UNIT						
Item No.	Record Series Description	Retention				
7.	CAPITAL IMPROVEMENT PROGRAM CIP NOTEBOOKS					
	The CIP provides funding for capital projects at DHMH facilities. This record series includes notebooks containing the Department of Health and Mental Hygiene capital improvement program for the previous 15 years. It also includes CIP forms and correspondence between OPCF and the Department of Budget and Management.	Retain in office for 10 years, transfer to State Records Center for 5 more years, then destroy.				
8.	PROGRAM STATEMENT FILES					
	This series contains a copy of all DHMH requests for a capital project. Each capital project file contains all documents relating to the preparation of a program statement and the request for capital funding for the project. Each folder may contain some or all of the following documents:	Retain in office for 5 years after project is completed or after project is put on hold. Transfer to State Records Center for 10 more years, then destroy.				
-	A. Detailed program statement					
	B. Correspondence between Office of Planning and Capital Financing and facility requesting project	·				
	C. Correspondence between Office of Planning and Capital Financing and the Departments of Budget & Management (DBM) and General Services (DGS)					
	D. Prior submissions of program statement to DBM and DGS					

SCHEDULE NUMBER <u>2020</u>

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations Office of Plant

Office of Planning and Capital Financing

L	SECRET	ARIAT/ADMINISTRATION O	FFICE/DIVISI	ON BOARD/UNIT
Item No.		Record Series Description		Retention
9.	This the no	DICAPPED-ACCESS PROGRAM series contains all DHMH document eed for accessibility modifications at ties. These records include:	tation of	
	A .	General Files - Department-wide correspondence other agencies	e with	A. B. and C. Retain in office until no longer active; transfer to State Records Center for 10 years, then destroy.
	B.	Individual facility files with all ve transition plan for that facility	ersions of	
	C.	Videotapes of bathrooms, bedroo parking areas, etc. needing modified	•	
	D.	Annual Requests for Access Mar Funds	yland	D. and E. Retain in office for 5 years; transfer to State Records Center for 10 more years, then destroy.
	E.	ADA Transition Plans		more years, then destroy.
	F.	Individual Project Files		F. > Retain project files in office for 5 years beyond completion date or deferral date; transfer to SRC for 10 years, then destroy.

SCHEDULE NUMBER 2020

PAGE 5 OF 9

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations SECRETARIAT/ADMINISTRATION

Office of Planning and Capital Financing
OFFICE/DIVISION BOA

Item No. **Record Series Description** Retention 10. COMMUNITY BOND AND ADULT DAY **CARE FILES** This series contains all DHMH documentation Retain in office for 5 years; transfer to pertaining to the projects funded through this State Records Center for an additional 25 grant program. These records include: years, then destroy. (State has 30-year right-of-recovery). A. **Grant Application** Approval Letter B. C. Board of Public Works Agenda Item **Grant Payment Requests** D. Other Project Correspondence E.

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE <u>6</u> OF <u>9</u>

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations Office of Planning and Capital Financing

<u> </u>	SECRETARIAT/ADMINISTRATION OFFICE/DIVISION BOARD/UNIT						
Item No.	Record Series Description	Retention					
11.	NURSING HOME BOND FILES						
	This series contains all DHMH documentati pertaining to the projects funded through the grant program. These records include:						
	A. Grant Application						
,	B. Approval Letter						
	C. Board of Public Works Agenda Iter	m e					
	D. Grant Payment Requests						
	E. Other Project Correspondence						
12.	PROPERTY TRANSACTIONS						
	This series contains documents relating to le who occupy space at DHMH facilities. The records include:	_					
	A. Correspondence						
	B. Leases						
	C. Easements						
	D. Right-of-way Documents						
	E. Memorandums of Understanding						

SCHEDULE NUMBER <u>2020</u>

PAGE <u>7</u> OF <u>9</u>

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations Office of Planning and Capital Financing

SECRETARIAT/ADMINISTRATION OFFICE/DIVISION BOARD/UNIT

Item No.	Record Series Description	Retention
13.	HISTORIC PRESERVATION FILES	
	This series contains copies of all reports of historic architecture and archeological studies of DHMH facilities.	Retain in office until no longer needed, then transfer to the Maryland State Archives.
14.	MAP FILES	
	The map files contain maps of each DHMH facility. These files include property, tax, zoning, topography, site, and highway maps.	Retain in office until superseded or updated, or until facility is no longer under DHMH control. Then transfer to receiving State agency, or retain in office 5 years after property transfer occurs; transfer file to SRC for 10 years, then destroy.

DGS 550-1 (DHMH) Continuation Sheet

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SCHEDULE NUMBER 2020

PAGE <u>8</u> OF <u>9</u>

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations

Office of Planning and Capital Financing

	SECRETARIAT/ADMINISTRATION (OFFICE/DIVISION BOARD/UNIT
Item No.	Record Series Description	Retention
15.	MARYLAND COMMISSION ON WOHEALTH	MEN'S
	This series includes all records pertaining formation of the Commission and its wordate. These records include:	· .
·	A. Executive Orders	A E. Permanent; retain in office for 10 years, then transfer to Maryland State
	B. Briefing Books	Archives.
	C. Agenda	
	D. Minutes	
	E. Reports Generated by Commiss	sion
	F. Correspondence	F I. >Retain in office for 10 years; transfer to State Records Center for 5
	G. Expo Materials	years, then destroy.
	H. Articles and Pamphlets on Wor Health Issues	nen's
	I. Mailing Lists	

SCHEDULE NUMBER <u>2020</u>

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations Office of Planning and Capital Financing

	SECRETARIAT/ADMINISTRATION	OFFICE/DIVISION	BOARD/UNIT
Item No.	Record Series Descr	iption	Retention
16.	SPECIAL PROJECTS		
	This series includes support does special reports developed by the request of the Secretary or legis	e unit at the	
	A. Reports	y	Permanent; retain reports in office for 10 rears, then transfer to Maryland State Archives.
	B. Support Documentation	tr	Retain in office until no longer needed; ransfer to State Records Center for 10 rears, then destroy.
·			

DGS 550-1 (DHMH) Continuation Sheet

opcfretn.sch;wp29

INSTRUCTIONS - Type or print a separate form for each new revised record series			DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
Forward with Records Retent (DGS550-1)			RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 * JESSUP, MARYLAND 20734	PAGE1 OF16	
1. DEPARTMENT/AGENCY 2. DIVIS		······································	3. UNIT		
Dept. Health & Mer	ntal Hygiene	Depu	ty Secretary for Operations	Office of Planning & Capital Financing	
DEFINITION -	Records Series - A	group of r	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/LATEST YEAR	
PERSONNEL FILES				<u>1988</u> TO <u>1998</u>	
6. RECORD SERIES DESC	RIPTION (Briefly	describe th	ne types of information/documentation/forms found in the Ser	ies. Include the purpose or function of the Series)	
This series included copies of some or			ng to individual employees in this office ng documents:	/unit. Each folder may contain	
A. Application B. MS 22 C. Personnel Corr D. Employee Corr E. Reclassificati F. Resignation L	espondence ion Informati	on			
7. RECORD SERIES FORM	1AT(S)		8. RECORDS SERIES SEQUENCE	9. VOLUME	
☐ Letter Size			☆ Alphabetical	T File Drawer(s)	
№ Legal Size	□ Computer Ta	pe	□ Numerical	☐ Microfilm Reel (s) ☐ Computer Tape(s)	
☐ Bound Book	☐ Floppy Disk		□ Chronological	☐ Other (specify)	
☐ Audio Tape	□ Video Tape		☐ Geographical	Number - 1 file drawer	
☐ Other (Specify)			□ Other (Specify)	10. ANNUAL ACCUMULATION	
				File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) 1/4 Number	
11. FILE IS USED			12. FILE BECOMES INACTIVE AFTER		
□ Daily \ Week	ly □Monthly		Number 5 □Month(s) X □Year(s)		
13. CURRENT LOCATION	<u> </u>	Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
201 West Presto Baltimore, Mary	n Street. Rm.		X Yes DHMH Personnel Unit.		
15. ACCESS RESTRICTIO regulation(s) X Yes	• • •		16. AUDIT REQUIREMENTS □ None	□Independent	
				andependent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) No		xpiain	18. RECOMMENDED RETENTION Maintain folders for all active empling information which is over 5 years of employees leaves, move folders to in or until audited, then destroy.		
19. NAME AND TITLE OF	PREPARER		20. TELEPHONE NUMBER	21. DATE	
Barbara Nelson,	Admin. Aide		410-767-6816	May 6, 1998	

INSTRUCTIONS - Type or print a separate form for each new revised record series Forward with Records Retention Schedule		DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
		RECORDS MANAGEMENT DIVISION	PAGE 2 OF 16	
(DGS550-1)	:	7275 WATERLOO ROAD P.O. BOX 275 * JESSUP, MARYLAND 20734		
· · · · · · · · · · · · · · · · · · ·		NOISIVION	3. UNIT Office of Planning	
Department of Health Mental Hygiene		Deputy Secretary for Operations	and Capital Financing	
DEFINITION - R	ecords Series - A gro	up of related records normally filed and used as a unit for reference a	s well as retention and disposition purposes	
4. RECORD SERIES TITLE		5	EARLIEST YEAR/LATEST YEAR	
PERSONNEL MEDICAL	FILES		1990 то 1998	
6. RECORD SERIES DESCR	IPTION (Briefly desc	ribe the types of information/documentation/forms found in the Seri	es. Include the purpose or function of the Series)	
This series consi and documentation		cation provided by employees for sick leave of dical problems.	of 5 or more consecutive days	
7. RECORD SERIES FORMA	AT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME	
□ Letter Size	□ Microfilm	Alphabetical	File Drawer(s) ☐ Microfilm Reel (s)	
₹ Legal Size	☐ Computer Tape	☐ Numerical	☐ Computer Tape(s) ☐ Other (specify)	
☐ Bound Book	☐ Floppy Disk	☐ Chronological	a one (specify)	
☐ Audio Tape	□ Video Tape	☐ Geographical	Number - 1/2 of a file drawer	
☐ Other (Specify)		□ Other (Specify)	10. ANNUAL ACCUMULATION	
			File Drawer(s) Microfilm Reel(s)	
		•	☐ Computer Tape(s)	
			Other (Specify) 1/8 Number	
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER	Number	
Daily X Weekly	□Monthly	Number 5		
13. CURRENT LOCATION((If yes specify agency or office)	
201 West Preston	Street, Room 5		(if yes, specify agency of office)	
Baltimore, Maryla 15. ACCESS RESTRICTION				
regulation(s) **P Yes	-	□ None State □ Federal □ Independent		
17. IS AN INDEX SYSTEM		in 18. RECOMMENDED RETENTION		
briefly and describe any ha	rdware/software)	Screen periodically. Destroy informa	tion which is over 5 years old and	
No		no longer needed. When employee leav file. Retain for 5 years or until au		
		Tite. Retain for 5 years of with au	arca, man acouty,	
19. NAME AND TITLE OF	PREPARER	20. TELEPHONE NUMBER	21. DATE	
Rombowa Nologo As	lmin Aida	410-767-6816	May 6, 1998	
Barbara Nelson, Admin. Aide		410-707-0010	144y 0, 1770	

DIOTRICONO T	DEDARTMENT OF CENTER AL CERTIFICA	ACENICY DECORE	N INVENTORY	
INSTRUCTIONS - Type or print a separate form for each new revised record series	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule (DGS550-1)	7275 WATERLOO ROAD	PAGE 3 C	of <u>16</u>	
	P.O. BOX 275 * JESSUP, MARYLAND 20734			
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	Office of Planning and	
Department of Health and Mental Hygiene	Deputy Secretary for Operations		Capital Financing	
	A group of related records normally filed and used as a unit for	eference as well as retention	and disposition purposes	
4. RECORD SERIES TITLE		5. EARLIEST YEA	AR/LATEST YEAR	
GENERAL ADMINISTRATIVE FILES		1990 _T	O 1998	
			~ 	
6. RECORD SERIES DESCRIPTION (Briefly	describe the types of information/documentation/forms found	the Series. Include the pur	rpose or function of the Series)	
Office of Planning and Capit as well as correspondence wi	ord copy of incoming correspondence. It al Financing and the Department of Health th other DHMH offices and other State age her DHMH offices and State agencies.	and Mental Hygiene	(DHMH) facilities,	
			•	
		_		
7. RECORD SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME		
□ Letter Size □ Microfilm		File Drawer(s)		
	₹ Alphabetical	☐ Microfilm Ree	l (s)	
□ Legal Size □ Computer To		☐ Computer Tap ☐ Other (specify		
☐ Bound Book ☐ Floppy Disk				
☐ Audio Tape ☐ Video Tape	☐ Geographical	Number - 6 f	ile drawers	
☐ Other (Specify)	□ Other (Specify)	10. ANNUAL A	CCUMULATION	
	·	☐ Computer Tap	pe(s)	
		Other (Specify	y)	
		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
M Daily □Weekly □Monthly		Year(s)		
13. CURRENT LOCATION(S) (Bldg, Floor,201 West Preston Street, Roo		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Baltimore, Maryland 21201	□ Yes	No No		
15. ACCESS RESTRICTIONS (If yes, cite law regulation(s)	ws) & 16. AUDIT REQUIREMENTS			
Yes XN	o XX None □State □	deral □Inde	pendent	
17. IS AN INDEX SYSTEM USED? (If yes, briefly and describe any hardware/software)				
	Screen files periodically; des	Screen files periodically; destroy information which is over 5 years		
No	old and no longer needed.			
	·			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
Barbara Nelson, Admin, Aide	401-767-6816	May 6, 1	998	

INSTRUCTIONS - Type or print a separate	•	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
form for each new revised record series Forward with Records Retention Schedule		RECORDS MANAGEMENT DIVISION	PAGE 4 OF 16
(DGS550-1)		7275 WATERLOO ROAD	
		P.O. BOX 275 * IESSUP, MARYLAND 20734	1
1. DEPARTMENT/AGENCY	2. DIVI	SION	3. UNIT Office of Planning
Dept. Health & Mental Hygiene		ity Secretary for Operations	and Capital Financing
sepe. Hearth a fantar hygrene	БСР		
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			EARLIEST YEAR/LATEST YEAR
OFFICE/DEPARTMENT ARCHIVAL FIL	.ES		1983 TO Present
	<u>.</u>		
6. RECORD SERIES DESCRIPTION (Briefly	describe t	he types of information/documentation/forms found in the Seri	es. Include the purpose or function of the Series)
This series contains informa	tion so	reened from files which shows the develop	ment of the office and/or DHMH.
		With Executive Plan for the years 1983 - 1	
indicated include a copy of	- 4		
		•	
			•
		•	
7. RECORD SERIES FORMAT(S)		8. RECORDS SERIES SEQUENCE	9. VOLUME
		•	File Drawer(s)
☐ Letter Size ☐ Microfilm	•	☐ Alphabetical	☐ Microfilm Reel (s)
□ Computer Ta	ape	□ Numerical	☐ Computer Tape(s)☐ Other (specify)
		Chronological	
☐ Audio Tape ☐ Video Tape		□ Geographical	Number - 1/2 of a file drawer
☐ Other (Specify)		□ Other (Specify)	10. ANNUAL ACCUMULATION
			File Drawer(s)
			☐ Microfilm Reel(s)
·			☐ Computer Tape(s) ☐ Other (Specify)
		· /	1/12
· · · · · · · · · · · · · · · · · · ·			Number
11. FILE IS USED	:	12. FILE BECOMES INACTIVE AFTER	
☐ Daily ☐Weekly Monthly		Number 15	
13. CURRENT LOCATION(S) (Bldg, Floor,	Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	(If ves. specify agency or office)
201 West Preston Street, Rm. Baltimore, Maryland 21201	505	□ Yes 🔀 No	
15. ACCESS RESTRICTIONS (If yes, cite law regulation(s)		16. AUDIT REQUIREMENTS	, -
□ Yes X N) :	X None □State □Federal	□Independent
17. IS AN INDEX SYSTEM USED? (If yes,		18. RECOMMENDED RETENTION	•
briefly and describe any hardware/software)		Retain in office until no longer need	led, then transfer to the Maryland
No		State Archives.	
			_
			•
	7.		
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER	21. DATE
Dianne White, Health Planner IV	7	410-767-6822	June 22, 1998
DGS 550-4 (Revised 1/93)			
· · · · · · · · · · · · · · · · · · ·			

INSTRUCTIONS - Type or print a separate	DEPARTMENT	OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
form for each new revised record series Forward with Records Retention Schedule		ANAGEMENT DIVISION	PAGE 5 OF 16	
(DGS550-1)		ATERLOO ROAD ESSUP, MARYLAND 20734		
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Dept. Health & Mental Hygiene	Deputy Secretary f	or Operations	Office of Planning & Capital Finan.	
DEFINITION - Records Series - A	A group of related records normal	lly filed and used as a unit for reference	as well as retention and disposition purposes	
4. RECORD SERIES TITLE		5	EARLIEST YEAR/LATEST YEAR	
READING FILE			1989 TO 1998	
6. RECORD SERIES DESCRIPTION (Briefly	describe the types of informatio	n/documentation/forms found in the Seri	es. Include the purpose or function of the Series)	
The Reading file is an annua correspondence.	l file, in chronologic	al sequence, of the "record	d" copy of all outgoing	
		·		
7. RECORD SERIES FORMAT(S)	8. RECORDS SER	IES SEQUENCE	9. VOLUME	
□ Letter Size □ Microfilm	☐ Alphabetical		File Drawer(s)	
X Legal Size □ Computer T	ape Numerical		☐ Microfilm Reel (s) ☐ Computer Tape(s)	
□ Bound Book □ Floppy Disk	Chronological	1	☐ Other (specify)	
□ Audio Tape □ Video Tape	□ Geographical		Number - 1 and 1/2 file drawers	
☐ Other (Specify)	☐ Other (Speci	fy)	I0. ANNUAL ACCUMULATION	
			▼ File Drawer(s)	
			☐ Microfilm Reel(s) ☐ Computer Tape(s)	
			Other (Specify)	
			Number	
11. FILE IS USED	12. FILE BECOME	ES INACTIVE AFTER		
		☐ ☐ Month(s)	Washington Co.	
13. CURRENT LOCATION(S) (Bldg, Floor, 201 West Preston Street, Roo	Room) 14. IS RECORD SI m 505	ERIES DUPLICATED ELSEWHERE?	(If yes, specify agency or office)	
Baltimore, Maryland 21201		individual files		
 ACCESS RESTRICTIONS (If yes, cite law regulation(s) 	ws) & 16. AUDIT REQU	IREMENTS		
□ Yes α N	o None	□State □Federal	□Independent	
17. IS AN INDEX SYSTEM USED? (If yes, briefly and describe any hardware/software)		DED RETENTION		
No .		Retain in office for 5 years, transfer to State Records Center for 5 more years, then destroy.		
		-	•	
IA MANE AND THE OF SECTION	40 TPI PRIOR	NIII VDCD	al DATE	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBEK	21. DATE	
Barbara Nelson, Admin. Aide	410-767-68	316	May 6, 1998	

: INSTRUCTIONS - Type or print a separate	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
form for each new revised record series Forward with Records Retention Schedule	RECORDS MANAGEMENT DIVISION	PAGE 6 OF 16
(DGS550-1)	7275 WATERLOO ROAD P.O. BOX 275 * JESSUP, MARYLAND 20734	
DEPARTMENT/AGENCY	2. DIVISION	3. UNIT Office of Planning
Dept. Health & Mental Hygiene	Deputy Secretary for Operations	& Capital Financing
	group of related records normally filed and used as a unit for referen	ce as well as retention and disposition purposes
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
TIMEKEEPING FILES		<u>1988</u> TO <u>1998</u>
4 DECORD SERVES DESCRIPTION (Deiofle	describe the trace of information/decumentation/forms found in the	Corios Include the purpose or function of the Series
6. RECORD SERIES DESCRIPTION (Briefly	describe the types of information/documentation/forms found in the	teries. Include the purpose of function of the Series)
This series is a compilation	of timekeeping sheets for each employee in the	ne unit.
•		
7. RECORD SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm		₹ File Drawer(s)
Legal Size	•	☐ Microfilm Reel (s) ☐ Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	□ Chronologicał	Other (specify)
☐ Audio Tape ☐ Video Tape	□ Geographical	Number - 4 est a
Other (Specify)		10. ANNUAL ACCUMULATION
Other (Specify)	□ Other (Specify)	1
		R File Drawer(s) Microfilm Reel(s)
·		☐ Computer Tape(s) ☐ Other (Specify)
		Number Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
☐ Daily ☐ Weekly ☐ Monthly	Number	(s)
13. CURRENT LOCATION(S) (Bldg, Floor, I 201 West Preston Street, Roo		E? (If yes. specify agency or office)
Baltimore, Maryland 21201	Yes DHMH TIMEKEEPING UNIT D No)
15. ACCESS RESTRICTIONS (If yes, cite law regulation(s)	s) & 16. AUDIT REQUIREMENTS	
▼ Yes □ No		□Independent
Health General Article, §§4-301 4-309, Annotated Code of Maryla	· ·	
17. IS AN INDEX SYSTEM USED? (If yes. e briefly and describe any hardware/software)	explain 18. RECOMMENDED RETENTION	
No	Retain in office for 5 years until	audit requirements have been met,
	then destroy.	
		· · · · · · · · · · · · · · · · · · ·
i9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Barbara Nelson, Admin. Aide	410-767-6816	May 6, 1998
L		<u></u>

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION. SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES	Page 7 Or 16	
1. DEPARTMENT/AGENCY Dept. of Health & Mental Hygiene DEFINITION - Records Series - A group of related reco	2 DIVISION Deputy Secretary for Operations rds sormally filed and used as a unit for reference so	and Capital Financing well as retented and disposition purposes.	
4. RECORD SERIES TITLE Capital Improvement Program	n (CIP)	FY 83 10 FY 2000	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of This record series includes and Mental Hygiene (DHMH) of 15 years. It also includes of Planning and Capital Fir OPCF and the Department of for capital projects at DHM	s notebooks containing the capital improvement progress CIP forms and correspondencing (OPCF) and DHMH to Budget and Management.	ne Department of Health ram for the previous ndence between the Office facilities, and between	
7. RECORD SERIES FORMAT(S) D Letter Size D Microfilm Str. Legal Size D Computer Tape D Bound Book D Floppy Disk D Audio Tape D Video Tape D Other (Specify)	8. RECORD SERIES SEQUENCE C Alphabetical D Numerical E Chronological D Geographical D Other (Specify)	9. VOLUME SK File Drawer(s) D Microfilm Reel (s) D Computer Tape (s) O Other (Specify) Number 10. ANNUAL ACCUMULATION SK File Drawer (s) D Microfilm Reel (s) D Computer Tape(s) O Other (Specify)	
11. FILE IS USED Daily D Weekly D Monthly	12. FILE BECOMES INACTIVE AFTER 10 Number	Month(s) 72 Year(s)	
13. CURRENT LOCATION(S) (Bldg. Floor, Room) 201 W. Preston St. 5th Floor, Rm. 510E	14 IS RECORD SERIES DUPLICATED ELSEWHERE? (N yes, specily agency or office) • Yes Facilities, Dept. Budge@ No & Management, Dept. General Services		
15. ACCESS RESTRICTIONS (If yes, cite lew(s) & regulation(s) D Yes	16. AUDIT REQUIREMENTS GN None CI State CI Federal CI Independent		
17. IS AN INDEX SYSTEM USED? (II yes, explain briefly and describe any hardwara/software) D Yes CX No	18. RECOMMENDED RETENTION Retain then transfer to State years, then destroy.	n in office for 10 years, te Records Center for 5	
19. NAME AND TITLE OF PREPARER Barry R. Stabile, Administrator II	20. TELEPHONE NUMBER (410) 767-5790	21. DATE 4-30-98	

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES: FORWARD WITH RECORDS RETENTION. SCHEDULE [DGS 550-1]	DEPARTMENT OF GENERAL SERVICES	Page 8 Cr 16	
1. DEPARTMENT/AGENCY DEPT. OF HEALTH & MENTAL HYGIENE	2 DIVISION DEPUTY SECRETARY FOR OPERATIONS	1. UNIT OFFICE OF PLANNING & CAPITAL FINANCING	
DEFINITION - Records Series - A group of related recor	is normally filed and used as a unit for reference so	well as retentes and disposition purposes.	
4. RECORD SERVES TITLE Program statement files		8. EARLIEST YEAR LATETEST YEAR 1982 TO 1998	
The program statement files contain a copy of all DHMH requests for a capital project. Each capital project file contains all documents relating to the preparation of a program statement and the request for capital funding for the project. This includes a copy of the detailed program statement, correspondence with the facility requesting the project and correspondence with the Depts. of Budget and Management and General Services. Each submission of the program statement to the two other State agencies is maintained. Each file covers the time period from initial facility request to end of construction of the project. This can take up to 10 years. A file may be used after a project is construct as a reference for similar projects. A project may be initiated and then put on hold for several years before it is reactivated.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME CK Fão Drawer(s)	
O Letter Size O Microfilm	30 Alphabetical	D Microfilm Reel (s)	
10 Legal Size 13 Computer Tape	© Numerical	CO Computer Tape (s) CO Other (Specify)	
C Bound Book D Floppy Osk	D Chronological		
D Audio Tape D Video Tape	D Geographical	19. ANNUAL ACCUMULATION	
© Other (Specify)	D Other (Specify)	D ^x File Drawer (s) D Microfilm Reel (s)	
		O Computer Tape(s) Other (Specify) 1/10 Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
O Daily 15 Weekly D Monthly	Number	Month(s) B Year(s)	
13. CURRENT LOCATION(S) (Bldg. Floor, Room) 201 W. Preston St. 5th Floor, Room 510B	14. 13 RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)	
16. ACCESS RESTRICTIONS (If yes, cite lew(s) & regulation(s)	16. AUDIT REQUIREMENTS		
D Yes D ^X No	C ^X None C State C	Federal O Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION		
describe any hardware/software) D Yes B No	Maintain in office for 5 years after project is completed or after project is put on hold. Transfer State Records Center for 10 years, then destroy.		
19. NAME AND TITLE OF PREPARER Stuart Stainman, Facilities Planner	20. TELEPHONE NUMBER 410-767-6818	21. DATE April 21, 1998	

INSTRUCTIONS - Type or print a separate	DEPARTMENT OF GENER	AL SERVICES	AGENCY RECORDS INVENTORY		
form for each new revised record series Forward with Records Retention Schedule	RECORDS MANAGEMEN	IT DIVISION	PAGE 9 OF 16		
(DGS550-1)	7275 WATERLOO I P.O. BOX 275 * JESSUP, MAI		1 AGE 01		
· -	-				
I. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT Office of Planning		
Dept. Health & Mental Hygiene	Deputy Secretary for Open	rations	& Capital Financing		
DEFINITION - Records Series - A	group of related records normally filed ar	tted records normally filed and used as a unit for reference as well as retention and disposition purposes			
4. RECORD SERIES TITLE		-	. EARLIEST YEAR/LATEST YEAR		
		ا ا			
HANDICAPPED-ACCESS PROGRAM	FILES	}	<u>1984</u> TO <u>1998</u>		
6. RECORD SERIES DESCRIPTION (Briefly	describe the types of information/docume	entation/forms found in the Serie	es. Include the purpose or function of the Series)		
Ţ.			lifications at DHMH facilities.		
These records include:					
A. General Files - Departmen	nt-wide correspondence with (other agencies			
1	s with all versions of trans	9	facility		
	bedrooms, parking areas, et	 needing modificati 	ion		
D. Annual Requests for Acce. E. ADA Transition Plans	is Maryland Funds				
F. Individual Project Files					
7. RECORD SERIES FORMAT(S)	8. RECORDS SERIES SEQ	UENCE	9. VOLUME		
☐ Letter Size ☐ Microfilm	Alphabetical		₹ File Drawer(s)		
	ape		☐ Microfilm Reel (s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Floppy Disl	Chronological □	Ì	□ Other (specify)		
	1		Number - 1 file drawer		
☐ Audio Tape ☐ ☐ Video Tape					
□ Other (Specify)	☐ Other (Specify)		10. ANNUAL ACCUMULATION		
			File Drawer(s) Microfilm Reel(s)		
			□ Computer Tape(s)		
			Other (Specify)		
			Number		
11. FILE IS USED	12. FILE BECOMES INAC	TIVE AFTER			
☐ Daily ☐ Weekly ☐ Monthl	y Number <u>5</u>	□Month(s) ■Year(s)			
13. CURRENT LOCATION(S) (Bldg, Floor		OUPLICATED ELSEWHERE?	(If yes, specify agency or office)		
201 West Preston Street, Ro Baltimore, Maryland 21201	om 510B	X No			
15. ACCESS RESTRICTIONS (If yes, cite le					
regulation(s)	· ·		Die leure dere		
□ Yes I	No None C	□State □Federal	□Independent		
17. IS AN INDEX SYSTEM USED? (If yes briefly and describe any hardware/software			til no longon satings		
briefly and describe any nardward software	A. D. and C.		until no longer active; ter for 10 years, then destroy.		
No			·		
	D. and E. > Retain in office for 5 years; then transfer to State Record Center for 10 more years, then destroy.				
F. > Retain project files in office for 5 years beyond completion deferral date; transfer to SRC for 10 years, then destroy.			for 5 years beyond completion date or		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	:K	21. DATE		
Stuart Stainman, Facilities	Planner 410-767-6818	r 410-767-6818 April 22, 1998			
DGS 550-4 (Revised 1/93)	Dec 550 / /D 1 1 //02)				
TYPO JUNEATORG T/201					

INSTRUCTIONS - Type or print a separate	DEPARTMENT OF GENERAL SERV	DEPARTMENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY	
form for each new revised record series Forward with Records Retention Schedule	RECORDS MANAGEMENT DIVIS	ION	PAGE		
(DGS550-1)	7275 WATERLOO ROAD P.O. BOX 275 * JESSUP, MARYLAND	20734			
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT Offi	ce of Planning	
Dept. Health & Mental Hygiene	Deputy Secretary for Operation	s		Capital Financing	
DEFINITION - Records Series - A	group of related records normally filed and used	as a unit for reference a	s well as retention and	lisposition purposes	
4. RECORD SERIES TITLE		5	. EARLIEST YEAR/LA	TEST YEAR	
COMMUNITY BOND AND ADULT DAY (CARE FILES		<u>1972</u> TO	<u>Present</u>	
6. RECORD SERIES DESCRIPTION (Briefly of	lescribe the types of information/documentation/	forms found in the Serie	es. Include the purpose of	or function of the Series)	
This series contains all DHMH	documentation pertaining to the	projects funded	l through this gr	ant program.	
These records include:		•			
A. Grant Application					
B. Approval Letter C. Board of Public Works Age	nda Item				
D. Grant Payment Requests					
E. Other Project Corresponder	nce				
7. RECORD SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE		9. VOLUME		
☐ Letter Size ☐ Microfilm			☐ File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (specify)		
R Legal Size □ Computer Tap	oe □ Numerical				
□ Bound Book □ Floppy Disk	□ Chronological				
☐ Audio Tape ☐ Video Tape	□ Geographical	☐ Geographical N		lrawers	
☐ Other (Specify)	☐ Other (Specify)		10. ANNUAL ACCUM	IULATION	
·		ĺ	☐ Microfilm Reel(s)☐ Computer Tape(s)☐ Other (Specify)		
			1 Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE A	ETER	Manage		
□ Daily □Weekly □Monthly	_	nth(s)			
13. CURRENT LOCATION(S) (Bldg, Floor, R			(If yes, specify agency or	office)	
201 West Preston Street, Room Baltimore, Maryland 21201	510A Yes		(ii yee, speeily agency si	···········	
15. ACCESS RESTRICTIONS (If yes, cite laws					
regulation(s) — Yes X No		□Federai	□Independen	ıt	
		—1 cociai	—aepanaa.	•	
17. IS AN INDEX SYSTEM USED? (If yes, e.	xplain 18. RECOMMENDED RETENTIO	N			
briefly and describe any hardware/software)	Retain in office for	5 years; transfe	er to State Reco	rds Center for an	
No	additional 25 years, recovery).	then destroy.	(State has a 30-y	/ear right-of	
	recovery).				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
George Upperco. Health Planner			April 30, 19	98	
George opperco. nearth riaimer	11 410-101-0003		Thirt on Th		

INSTRUCTIONS - Type or print a separate form for each new revised record series Forward with Records Retention Schedule (DGS550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 * JESSUP, MARYLAND 20734	PAGE11 OF16
I. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT Office of Planning
Dept. Health & Mental Hygiene	Deputy Secretary for Operations	& Capital Financing
DEFINITION - Records Series - A	A group of related records normally filed and used as a unit for referen	e as well as retention and disposition purposes
4. RECORD SERIES TITLE	•	5. EARLIEST YEAR/LATEST YEAR
NURSING HOME BOND FILES		<u>1968</u> TO <u>1990</u>
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documentation/forms found in the Series. Include the purpose or function of the Series) This series contains all DHMH documentation pertaining to the projects funded through this grant program. These records include:		
A. Grant Application B. Approval Letter C. Board of Public Works Ag D. Grant Payment Requests E. Other Project Correspond		,
7. RECORD SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
☐ Letter Size ☐ Microfilm		File Drawer(s)
▼ Legal Size □ Computer T	ape □ Numerical	☐ Microfilm Reel (s) ☐ Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	□ Other (specify)
☐ Audio Tape ☐ Video Tape	☐ Geographical	Number - 2 file drawers
Other (Specify)	☐ Other (Specify)	10. ANNUAL ACCUMULATION
		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ▼ Other (Specify) Inactive since 1990 Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	VILY INACTIVE
☐ Daily ☐Weekly X IMonthly		•
13. CURRENT LOCATION(S) (Bldg, Floor, 201 West Preston Street, Room Baltimore, Maryland 21201	Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE 1510A 14. Yes No.	
15. ACCESS RESTRICTIONS (If yes, cite law regulation(s) □ Yes		□Independent
17. IS AN INDEX SYSTEM USED? (If yes, briefly and describe any hardware/software)		
No	Transfer to State Records Center u (State has a 15-year right-of-reco	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
George Upperco, Health Planner	IV 410-767-6589	April 30, 1998

INSTRUCTIONS - Type or print a separate form for each new revised record series Forward with Records Retention Schedule (DGS550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 * JESSUP. MARYLAND 20734	PAGE 12 OF 16
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT Office of Planning
Dept. Health & Mental Hygiene	Deputy Secretary for Operations	& Capital Financing
DEFINITION - Records Series - A	A group of related records normally filed and used as a uni	it for reference as well as retention and disposition purposes
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
PROPERTY TRANSACTIONS		early 1980's TO Present
<u>-</u>	ts relating to lessees who occupy spac	found in the Series. Include the purpose or function of the Series) ce at DHMH facilities. These
7. RECORD SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
☐ Letter Size ☐ Microfilm	■ Alphabetical	☑ File Drawer(s)
X Legal Size ☐ Computer T	ape	☐ Microfilm Reel (s) ☐ Computer Tape(s)
☐ Bound Book ☐ Floppy Disl	c □ Chronological	□ Other (specify)
☐ Audio Tape ☐ Video Tapo	e □ Geographical	Number - 2 file drawers
☐ Other (Specify)	□ Other (Specify)	10. ANNUAL ACCUMULATION
·		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (Specify) <u>file folders per year</u>
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
	y Number 50	4Year(s)
13. CURRENT LOCATION(S) (Bldg, Floor 201 West Preston Street, R	oom 510E	ELSEWHERE? (If yes, specify agency or office)
Baltimore, Maryland 21201 15. ACCESS RESTRICTIONS (If yes, cite la		2 1 10
regulation(s)		□Federal □Independent
	Tonic Estate	O rederal O macpellacin
17. IS AN INDEX SYSTEM USED? (If yes briefly and describe any hardware/software		
No	Retain in office unti State Records Center	il no longer active; transfer to for 10 years, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Barry R. Stabile, Administrator	410-767-5790	April 30, 1998

INSTRUCTIONS - Type or print a separate	DEPARTMENT OF GENE	RAL SERVICES	AGENCY RECORDS INVENTORY	
form for each new revised record series Forward with Records Retention Schedule	RECORDS MANAGEME		PAGE 13 OF 16	
(DGS550-1)	7275 WATERLOO P.O. BOX 275 * JESSUP, MA			
	2. DIVISION		3. UNIT Office of Planning	
Dept. Health & Mental Hygiene	Deputy Secretary for Ope	erations	& Capital Financing	
DEFINITION - Records Series - A	group of related records normally filed a	nd used as a unit for reference a	s well as retention and disposition purposes	
4. RECORD SERIES TITLE	•	5	. EARLIEST YEAR/LATEST YEAR	
HISTORIC PRESERVATION FILES			1985TO1998	
6. RECORD SERIES DESCRIPTION (Briefly of	escribe the types of information/docum	entation/forms found in the Serie	es. Include the purpose or function of the Series)	
This series contains copies of DHMH facilities.	f all reports of historic a	architecture and arche	eological studies	
·				
	•			
7. RECORD SERIES FORMAT(S)	8. RECORDS SERIES SEQ	UENCE	9. VOLUME	
☐ Letter Size ☐ Microfilm	₩ Alphabetical	[;	File Drawer(s)	
▼ Legal Size □ Computer Tap	oe □ Numerical		☐ Microfilm Reel (s) ☐ Computer Tape(s)	
☐ Bound Book ☐ Floppy Disk	□ Chronological		□ Other (specify)	
□ Audio Tape □ Video Tape	☐ Geographical		Number - 1/2 of a file drawer	
□ Other (Specify)	□ Other (Specify)		10. ANNUAL ACCUMULATION	
			☐ File Drawer(s) ☐ Microfilm Reel(s)	
			□ Computer Tape(s)	
			1/8 Number	
11. FILE IS USED	12. FILE BECOMES INAC	TIVE AFTER		
☐ Daily X Weekly ☐Monthly	Number	■ □Month(s) □Year(s)		
13. CURRENT LOCATION(S) (Bldg, Floor, R		UPLICATED ELSEWHERE?	(If yes, specify agency or office)	
201 West Preston Street, Room Baltimore, Maryland 21201	Ex Yes Maryland H	istorical Trust□ No		
15. ACCESS RESTRICTIONS (If yes, cite laws	s) & 16. AUDIT REQUIREMEN	ITS		
regulation(s) □ Yes X No	™ None □	State □Federal	□Independent	
	·			
17. IS AN INDEX SYSTEM USED? (If yes, e briefly and describe any hardware/software)	•			
N.		Retain in office until no longer needed, then transfer to the Maryland State Archives.		
No No				
10 NAME AND TITLE OF DREPARED	20. TELEBUONE MUNAPE	D	21. DATE	
19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER Stuart Stainman, Facilities Planner 410-767-6818			April 20, 1998	
1	1		•	

Diamoio T	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
INSTRUCTIONS - Type or print a separate form for each new revised record series	RECORDS MANAGEMENT DIVISION	PAGE 14 OF 16	
Forward with Records Retention Schedule (DGS550-1)	7275 WATERLOO ROAD P.O. BOX 275 * JESSUP, MARYLAND 20734	PAUE 14 0 1	
	1.0.201275 52501.112512.1125	 	
1. DEPARTMENT/AGENCY 2. DIV		3. UNIT Office of Planning & Capital Financing	
	puty Secretary for Operations		
DEFINITION - Records Series - A group o	related records normally filed and used as a unit for reference		
4. RECORD SERIES TITLE	. \	5. EARLIEST YEAR/LATEST YEAR	
MAP FILES	·	<u>1950</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe	the types of information/documentation/forms found in the Ser	ies. Include the purpose or function of the Series)	
The map files contain maps of each DHMH facility. These files include property, tax, zoning, topography, site, and highway maps.			
7. DECORD SERVES FORMATION	BECORDS SERVICE STOURNER	9. VOLUME	
7. RECORD SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE		
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)	
☐ Legal Size ☐ Computer Tape	□ Numerical	☐ Computer Tape(s) ★ Other (specify) Map Cases	
☐ Bound Book ☐ Floppy Disk	□ Chronological		
☐ Audio Tape ☐ Video Tape	☐ Geographical	Number - 2 Map Cases	
CX Other (Specify) LARGE MAPS	图 Other (Specify) Facility	10. ANNUAL ACCUMULATION	
		☐ File Drawer(s)	
		☐ Microfilm Reel(s) ☐ Computer Tape(s)	
		X Other (Specify) Map Case 1/10	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
☐ Daily ☐ Weekly ☐ Monthly .	Number		
13. CURRENT LOCATION(S) (Bldg, Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	(If yes, specify agency or office)	
201 West Preston Street, Room 510 Baltimore, Maryland 21201	B □ Yes X□ No		
15. ACCESS RESTRICTIONS (If yes, cite laws) &	16. AUDIT REQUIREMENTS		
regulation(s) Ves XD No	■ None □State □Federal		
·	*		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION		
YES - Includes type of map and year made.	Retain in office until superseded or updated, or until facility is no longer under DHMH control. Then transfer to receiving State agency, or retain in office 5 years after property transfer occurs; transfer file to SRC for 10 years, then destroy.		
i9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Stuart Stainman, Facilities Planner	410-767-6818	April 20, 1998	

INSTRUCTIONS - Type or print a separate		DEPARTMENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY	
form for each new revised record series Forward with Records Retention Schedule (DGS550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 * JESSUP, MARYLAND 20734			PAGE 15 OF 16	
1. DEPARTMENT/AGENCY	2. DIVISION			3. UNIT Office of Planning & Capital Financing	
Department of Health & Mental Hygiene	Deputy Secretar	y for Operations		& Capital I matering	
DEFINITION - Records Series - A	group of related rec	ords normally filed and used as a unit	for reference	as well as retention and disposition purposes	
4. RECORD SERIES TITLE				5. EARLIEST YEAR/LATEST YEAR	
MARYLAND COMMISSION ON WOMEN' on Women's Health)	S HEALTH (former	ly known as the Governor's Commiss	ion	1993 TO 1998	
6. RECORD SERIES DESCRIPTION (Briefly of	escribe the types of	information/documentation/forms for	und in the Seri	ies. Include the purpose or function of the Series)	
This series includes all records pertaining to t	ne formation of the	Commission and its work to date. Th	ese records inc	clude:	
A. Executive Orders B. Briefing Books C. Agenda D. Minutes E. Reports Generated by Commission F. Correspondence G. Expo Materials H. Articles and Pamphlets on Women's Health Issues 1. Mailing Lists					
7. RECORD SERIES FORMAT(S)	8. REC	ORDS SERIES SEQUENCE		9. VOLUME	
□ Letter Size □ Microfilm	⊠ Al	phabetical		⊠ File Drawer(s)	
■ Legal Size	e 🗆 N	□ Numerical		☐ Microfilm Reel (s) ☐ Computer Tape(s)	
□ Bound Book □ Floppy Disk	. 🗆 CI	hronological		☑ Other (specify) 1 Box	
□ Audio Tape □ Video Tape	□ G	□ Geographical		Number - 3 File Drawers	
☐ Other (Specify)	_ c	□ Other (Specify)		10. ANNUAL ACCUMULATION	
			·	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) 1/2 Number	
11. FILE IS USED	12. FIL	E BECOMES INACTIVE AFTER			
☐ Daily ☑Weekly ☐Monthly	Nur	nber <u>5</u> □Month(s) ⊠Y	ear(s)		
13. CURRENT LOCATION(S) (Bldg. Floor, R	oom) 14. IS F	ECORD SERIES DUPLICATED EL	SEWHERE?	(If yes, specify agency or office)	
201 West Preston Street, Room 505 Baltimore. Maryland 21201		Yes	_ ⊠ No		
15. ACCESS RESTRICTIONS (If yes, cite laws) & 16. AU	DIT REQUIREMENTS		-	
regulation(s) Yes	. 🛭	None □State	□Federal	□Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exbriefly and describe any hardware/software)	plain 18. REC	COMMENDED RETENTION			
oneny and describe any nardware/somware)	A E. >	Permanent; retain in office for 10 year	ers, then transf	er to Maryland State Archives.	
NO	F I>	F I Retain in office for 10 years; transfer to State Records Center for 5 years, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TEI	EPHONE NUMBER		21. DATE	
Dianne White, Health Planner IV	41	.0 - 76 7 -6822	•	April 21, 1998	

INSTRUCTIONS - Type or print a separate form for each new revised record series Forward with Records Retention Schedule (DGS550-1)	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	PAGE 16 OF 16_	
	P.O. BOX 275 * JESSUP, MARYLAND 20734		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT Office of Planning	
Dept. Health & Mental Hygiene	Deputy Secretary for Operations	& Capital Financing	
DEFINITION - Records Series - A	group of related records normally filed and used as a unit fo	r reference as well as retention and disposition purposes	
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR	
SPECIAL PROJECTS		1996 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly d	lescribe the types of information/documentation/forms found	I in the Series. Include the purpose or function of the Series)	
-	locumentation and special reports develo		
of the Secretary or legislatur		r	
A. Reports			
B. Support Documentation			
· · · · · · · · · · · · · · · · · · ·			
7. RECORD SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME	
□ Letter Size □ Microfilm	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)	
🕱 Legal Size 🗆 Computer Tap	De ☐ Numerical	☐ Computer Tape(s) ☐ Other (specify)	
□ Bound Book □ Floppy Disk	Thronological		
□ Audio Tape □ Video Tape	☐ Geographical	Number 1 file drawer	
□ Other (Specify)	☐ Other (Specify)	10. ANNUAL ACCUMULATION	
		☐ File Drawer(s) ☐ Microfilm Reel(s)	
		□ Computer Tape(s)	
		To Other (Specify) Varies by project	
II. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number	
<u> </u>	Number 10 Month(s) Year(s)		
			
 CURRENT LOCATION(S) (Bldg, Floor, R 201 West Preston Street, Room 	505	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ☐ Yes ☐ Yes	
Baltimore, Maryland 21201	Yes	16. AUDIT REQUIREMENTS	
15. ACCESS RESTRICTIONS (If yes, cite laws regulation(s)		Endored Oledonos dos	
□ Yes X No	None □State □	Federal	
17. IS AN INDEX SYSTEM USED? (If yes, ex	xplain 18. RECOMMENDED RETENTION		
briefly and describe any hardware/software) A.> Permanent; retain reports in office for 10 years, then transfer to Maryland State Archives.		in office for 10 man that there have	
		B.> Retain in office until no longer needed; transfer to State Records	
	Center for 10 years, then	destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Dianne White, Health Planner	IV 410-767-6822	June 26, 1998	