

DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS CENTER

SCHEDULE  
NUMBER 2020

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 9

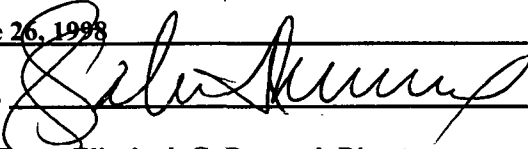
DEPARTMENT OF HEALTH & MENTAL HYGIENE

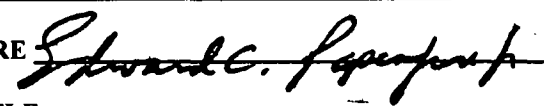
Deputy Secretariat for Operations  
SECRETARIAT/ADMINISTRATION

Office of Planning and Capital Financing  
OFFICE/DIVISION

BOARD/UNIT

Item No.	Description of Records (Programs, Forms, etc.)	Retention
1.	<p><u>PERSONNEL FILES</u></p> <p>This series includes papers pertaining to individual employees in this office/unit. Each folder may contain copies of some or all of the following documents:</p> <ul style="list-style-type: none"> <li>A. Application</li> <li>B. MS 22</li> <li>C. Personnel Correspondence</li> <li>D. Employee Correspondence</li> <li>E. Reclassification Information</li> <li>F. Resignation Letter</li> </ul>	<p>Maintain folders for all active employees; 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.</p>
2.	<p><u>PERSONNEL MEDICAL FILES</u></p> <p>This series consists of documentation provided by employees for sick leave of 5 or more consecutive days and documentation for ongoing medical problems.</p>	<p>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.</p>

APPROVED BY: (DHMH Official)  
 DATE: June 26, 1998  
 SIGNATURE   
 NAME/TITLE Elizabeth G. Barnard, Director

AUTHORIZED BY: (State Archivist)  
 DATE: AUG 24 1998  
 SIGNATURE   
 NAME/TITLE \_\_\_\_\_

DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS CENTER

SCHEDULE  
NUMBER 2020

RECORDS RETENTION AND DISPOSAL SCHEDULE

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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
3.	<p><u>GENERAL ADMINISTRATIVE FILES</u></p> <p>This series contains the record copy of incoming correspondence. It includes correspondence between the Office of Planning and Capital 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.</p>	<p>Screen files periodically; destroy information which is over 5 years old and no longer needed.</p>
4.	<p><u>OFFICE/DEPARTMENT ARCHIVAL FILES</u></p> <p>This series contains information screened from files which shows the development of the office and/or DHMH. These files include a copy of the DHMH Executive Plan for the years 1983-1989.</p>	<p>Retain in office until no longer needed, then transfer to the Maryland State Archives.</p>
5.	<p><u>READING FILE</u></p> <p>The Reading file is an annual file, in chronological sequence, of the "record" copy of all outgoing correspondence.</p>	<p>Retain in office for 5 years, transfer to State Records Center for 5 more years, then destroy.</p>
6.	<p><u>TIMEKEEPING FILES</u></p> <p>This series is a compilation of timekeeping sheets for each employee in the unit.</p>	<p>Retain in office for 5 years until audit requirements have been met, then destroy.</p>

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STATE RECORDS CENTER

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RECORDS RETENTION AND DISPOSAL SCHEDULE

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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.	<p><u>CAPITAL IMPROVEMENT PROGRAM CIP NOTEBOOKS</u></p> <p>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.</p>	<p>Retain in office for 10 years, transfer to State Records Center for 5 more years, then destroy.</p>
8.	<p><u>PROGRAM STATEMENT FILES</u></p> <p>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:</p> <ul style="list-style-type: none"> <li>A. Detailed program statement</li> <li>B. Correspondence between Office of Planning and Capital Financing and facility requesting project</li> <li>C. Correspondence between Office of Planning and Capital Financing and the Departments of Budget &amp; Management (DBM) and General Services (DGS)</li> <li>D. Prior submissions of program statement to DBM and DGS</li> </ul>	<p>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.</p>

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STATE RECORDS CENTER

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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
9.	<p><b><u>HANDICAPPED-ACCESS PROGRAM FILES</u></b></p> <p>This series contains all DHMH documentation of the need for accessibility modifications at DHMH facilities. These records include:</p> <p>A. General Files - Department-wide correspondence with other agencies</p> <p>B. Individual facility files with all versions of transition plan for that facility</p> <p>C. Videotapes of bathrooms, bedrooms, parking areas, etc. needing modification</p> <p>D. Annual Requests for Access Maryland Funds</p> <p>E. ADA Transition Plans</p> <p>F. Individual Project Files</p>	<p>A. B. and C. ) Retain in office until no longer active; transfer to State Records Center for 10 years, then destroy.</p> <p>D. and E. ) Retain in office for 5 years; transfer to State Records Center for 10 more years, then destroy.</p> <p>F. ) Retain project files in office for 5 years beyond completion date or deferral date; transfer to SRC for 10 years, then destroy.</p>

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Deputy Secretariat for Operations      Office of Planning and Capital Financing

SECRETARIAT/ADMINISTRATION

OFFICE/DIVISION

BOARD/UNIT

Item No.	Record Series Description	Retention
10.	<p><u>COMMUNITY BOND AND ADULT DAY CARE FILES</u></p> <p>This series contains all DHMH documentation pertaining to the projects funded through this grant program. These records include:</p> <ul style="list-style-type: none"> <li>A. Grant Application</li> <li>B. Approval Letter</li> <li>C. Board of Public Works Agenda Item</li> <li>D. Grant Payment Requests</li> <li>E. Other Project Correspondence</li> </ul>	<p>Retain in office for 5 years; transfer to State Records Center for an additional 25 years, then destroy. (State has 30-year right-of-recovery).</p>

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DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations Office of Planning and Capital Financing

SECRETARIAT/ADMINISTRATION

OFFICE/DIVISION

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Item No.	Record Series Description	Retention
11.	<p><u>NURSING HOME BOND FILES</u></p> <p>This series contains all DHMH documentation pertaining to the projects funded through this grant program. These records include:</p> <ul style="list-style-type: none"> <li>A. Grant Application</li> <li>B. Approval Letter</li> <li>C. Board of Public Works Agenda Item</li> <li>D. Grant Payment Requests</li> <li>E. Other Project Correspondence</li> </ul>	<p>Transfer to State Records Center until 15 years old, then destroy. (State has a 15-year right-of-recovery.)</p>
12.	<p><u>PROPERTY TRANSACTIONS</u></p> <p>This series contains documents relating to lessees who occupy space at DHMH facilities. These records include:</p> <ul style="list-style-type: none"> <li>A. Correspondence</li> <li>B. Leases</li> <li>C. Easements</li> <li>D. Right-of-way Documents</li> <li>E. Memorandums of Understanding</li> </ul>	<p>Retain in office until no longer active; transfer to State Records Center for 10 years, then destroy.</p>

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DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations Office of Planning and Capital Financing

SECRETARIAT/ADMINISTRATION

OFFICE/DIVISION

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Item No.	Record Series Description	Retention
13.	<p><u>HISTORIC PRESERVATION FILES</u></p> <p>This series contains copies of all reports of historic architecture and archeological studies of DHMH facilities.</p>	<p>Retain in office until no longer needed, then transfer to the Maryland State Archives.</p>
14.	<p><u>MAP FILES</u></p> <p>The map files contain maps of each DHMH facility. These files include property, tax, zoning, topography, site, and highway maps.</p>	<p>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.</p>

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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.	<p><u>MARYLAND COMMISSION ON WOMEN'S HEALTH</u></p> <p>This series includes all records pertaining to the formation of the Commission and its work to date. These records include:</p> <p>A. Executive Orders</p> <p>B. Briefing Books</p> <p>C. Agenda</p> <p>D. Minutes</p> <p>E. Reports Generated by Commission</p> <p>F. Correspondence</p> <p>G. Expo Materials</p> <p>H. Articles and Pamphlets on Women's Health Issues</p> <p>I. Mailing Lists</p>	<p>A. - E. ) Permanent; retain in office for 10 years, then transfer to Maryland State Archives.</p> <p>F. - I. ) Retain in office for 10 years; transfer to State Records Center for 5 years, then destroy.</p>



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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
16.	<p><u>SPECIAL PROJECTS</u></p> <p>This series includes support documentation and special reports developed by the unit at the request of the Secretary or legislature:</p> <p>A. Reports</p> <p>B. Support Documentation</p>	<p>Permanent; retain reports in office for 10 years, then transfer to Maryland State Archives.</p> <p>Retain in office until no longer needed; transfer to State Records Center for 10 years, then destroy.</p>

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	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>16</u>
1. DEPARTMENT/AGENCY Dept. Health & Mental Hygiene	2. DIVISION Deputy Secretary for Operations	3. UNIT Office of Planning & Capital Financing
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 PERSONNEL FILES	5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1998</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) <p>This series includes papers pertaining to individual employees in this office/unit. Each folder may contain copies of some or all of the following documents:</p> <ul style="list-style-type: none"> <li>A. Application</li> <li>B. MS 22</li> <li>C. Personnel Correspondence</li> <li>D. Employee Correspondence</li> <li>E. Reclassification Information</li> <li>F. Resignation Letter</li> </ul>		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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)	8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number - <b>1 file drawer</b> <hr/> 10. ANNUAL ACCUMULATION <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>1/4</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER Number <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. CURRENT LOCATION(S) (Bldg, Floor, Room) 201 West Preston Street, Rm. 505 Baltimore, Maryland 21201	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>DHM Personnel Unit</u> <input type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite laws) & regulation(s) <input checked="" type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <b>No</b>	18. RECOMMENDED RETENTION. Maintain folders for all active employees; screen periodically. Destroy information which is over 5 years old and no longer needed. When employees leaves, move folders to inactive file. Retain for 5 years or until audited, then destroy.	
19. NAME AND TITLE OF PREPARER Barbara Nelson, Admin. Aide	20. TELEPHONE NUMBER 410-767-6816	21. DATE May 6, 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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Department of Health and  
Mental Hygiene

2. DIVISION  
Deputy Secretary for Operations

3. UNIT  
Office of Planning  
and Capital Financing

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

PERSONNEL MEDICAL FILES

5. EARLIEST YEAR/LATEST YEAR

1990 TO 1998

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 consists of documentation provided by employees for sick leave of 5 or more consecutive days and documentation for ongoing medical problems.

7. RECORD SERIES FORMAT(S)

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

8. RECORDS SERIES SEQUENCE

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify)

9. VOLUME

- File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (specify)

Number - 1/2 of a file drawer

10. ANNUAL ACCUMULATION

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_  
1/8  
Number

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

Number 5       Month(s)       Year(s)

13. CURRENT LOCATION(S) (Bldg. Floor, Room)  
201 West Preston Street, Room 505  
Baltimore, Maryland 21201

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

Yes       No

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

Yes       No

16. AUDIT REQUIREMENTS

None       State       Federal       Independent

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

No

18. RECOMMENDED RETENTION

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.

19. NAME AND TITLE OF PREPARER

Barbara Nelson, Admin. Aide

20. TELEPHONE NUMBER

410-767-6816

21. DATE

May 6, 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	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>16</u>
1. DEPARTMENT/AGENCY Department of Health and Mental Hygiene	2. DIVISION Deputy Secretary for Operations	3. UNIT Office of Planning and Capital Financing
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 GENERAL ADMINISTRATIVE FILES	5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1998</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 the record copy of incoming correspondence. It includes correspondence between the Office of Planning and Capital 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.		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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)	8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  Number - <b>6 file drawers</b>  10. ANNUAL ACCUMULATION <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>3/4</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER Number <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. CURRENT LOCATION(S) (Bldg, Floor, Room) 201 West Preston Street, Room 505 Baltimore, Maryland 21201	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite laws & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  <b>No</b>	18. RECOMMENDED RETENTION  Screen files periodically; destroy information which is over 5 years old and no longer needed.	
19. NAME AND TITLE OF PREPARER  Barbara Nelson, Admin. Aide	20. TELEPHONE NUMBER  401-767-6816	21. DATE  May 6, 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

AGENCY RECORDS INVENTORY  
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1. DEPARTMENT/AGENCY  
Dept. Health & Mental Hygiene

2. DIVISION  
Deputy Secretary for Operations

3. UNIT Office of Planning and Capital Financing

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  
OFFICE/DEPARTMENT ARCHIVAL FILES

5. EARLIEST YEAR/LATEST YEAR  
1983 TO Present

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 information screened from files which shows the development of the office and/or DHMH. These files include a copy of the DHMH Executive Plan for the years 1983 - 1989.

7. RECORD SERIES FORMAT(S)  
 Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify)

8. RECORDS SERIES SEQUENCE  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify)

9. VOLUME  
 File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (specify)  
Number - 1/2 of a file drawer  
10. ANNUAL ACCUMULATION  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_  
1/12  
Number

11. FILE IS USED  
 Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER  
Number 15       Month(s)       Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)  
201 West Preston Street, Rm. 505  
Baltimore, Maryland 21201

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  
 Yes \_\_\_\_\_  No

15. ACCESS RESTRICTIONS (If yes, cite laws) & regulation(s)  
 Yes \_\_\_\_\_  No

16. AUDIT REQUIREMENTS  
 None       State       Federal       Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
**No**

18. RECOMMENDED RETENTION  
Retain in office until no longer needed, then transfer to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER  
Dianne White, Health Planner IV

20. TELEPHONE NUMBER  
410-767-6822

21. DATE  
June 22, 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	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>16</u>
1. DEPARTMENT/AGENCY Dept. Health & Mental Hygiene	2. DIVISION Deputy Secretary for Operations	3. UNIT Office of Planning & Capital Finan.

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  READING FILE	5. EARLIEST YEAR/LATEST YEAR  <u>1989</u> TO <u>1998</u>
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documentation/forms found in the Series. Include the purpose or function of the Series)

The Reading file is an annual file, in chronological sequence, of the "record" copy of all outgoing correspondence.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify)</p>	<p>8. RECORDS SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify)</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>Number - <u>1 and 1/2</u> file drawers</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>1/4</u> Number</p>
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11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER Number <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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13. CURRENT LOCATION(S) (Bldg, Floor, Room) 201 West Preston Street, Room 505 Baltimore, Maryland 21201	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Other individual files</u> <input type="checkbox"/> No
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15. ACCESS RESTRICTIONS (If yes, cite laws) & regulation(s) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  <b>No</b>	18. RECOMMENDED RETENTION  Retain in office for 5 years, transfer to State Records Center for 5 more years, then destroy.
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19. NAME AND TITLE OF PREPARER  Barbara Nelson, Admin. Aide	20. TELEPHONE NUMBER  410-767-6816	21. DATE  May 6, 1998
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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	AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>16</u>
1. DEPARTMENT/AGENCY Dept. Health & Mental Hygiene	2. DIVISION Deputy Secretary for Operations	3. UNIT Office of Planning & Capital Financing	
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 TIMEKEEPING FILES		5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1998</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 is a compilation of timekeeping sheets for each employee in the unit.			

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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)	8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  Number - <u>1 file drawer</u>
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER Number <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	10. ANNUAL ACCUMULATION <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>1/4</u> Number
13. CURRENT LOCATION(S) (Bldg, Floor, Room) 201 West Preston Street, Room 505 Baltimore, Maryland 21201	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>DHM TIMEKEEPING UNIT</u> <input type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite laws & regulation(s)) <input checked="" type="checkbox"/> Yes _____ <input type="checkbox"/> No <b>Health General Article, §§4-301 - 4-309, Annotated Code of Maryland</b>	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  <b>No</b>	18. RECOMMENDED RETENTION  Retain in office for 5 years until audit requirements have been met, then destroy.	
19. NAME AND TITLE OF PREPARER  Barbara Nelson, Admin. Aide	20. TELEPHONE NUMBER  410-767-6816	21. DATE  May 6, 1998

<b>INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>7</u> Of <u>16</u>	
<b>1. DEPARTMENT/AGENCY</b> Dept. of Health & Mental Hygiene		<b>2. DIVISION</b> Deputy Secretary for Operations		<b>3. UNIT</b> Office of Planning and Capital Financing	
<b>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>					
<b>4. RECORD SERIES TITLE</b> Capital Improvement Program (CIP)				<b>5. EARLIEST YEAR / LATEST YEAR</b> FY <u>83</u> TO FY <u>2000</u>	
<b>6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)</b> This record series includes notebooks containing the Department of Health and Mental Hygiene (DHMH) capital improvement program for the previous 15 years. It also includes CIP forms and correspondence between the Office of Planning and Capital Financing (OPCF) and DHMH facilities, and between OPCF and the Department of Budget and Management. The CIP provides funding for capital projects at DHMH facilities.					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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>3</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 type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S) (Bldg, Floor, Room)</b> 201 W. Preston St. 5th Floor, Rm. 510E		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</b> <input checked="" type="checkbox"/> Yes <u>Facilities, Dept. Budget &amp; Management, Dept. General Services</u> <input type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS (If yes, cite law(s) &amp; regulation(s))</b> <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</b> <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain in office for 10 years, then transfer to State Records Center for 5 years, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Barry R. Stabile, Administrator II		<b>20. TELEPHONE NUMBER</b> (410) 767-5790		<b>21. DATE</b> 4-30-98	



<b>INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794</b>		<b>AGENCY RECORDS INVENTORY</b> Page <u>8</u> Of <u>16</u>	
<b>1. DEPARTMENT/AGENCY</b> DEPT. OF HEALTH & MENTAL HYGIENE		<b>2. DIVISION</b> DEPUTY SECRETARY FOR OPERATIONS		<b>3. UNIT</b> OFFICE OF PLANNING & CAPITAL FINANCING	
<b>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>					
<b>4. RECORD SERIES TITLE</b> Program statement files				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1982</u> to <u>1998</u>	
<b>6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)</b> 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 constructed as a reference for similar projects. A project may be initiated and then put on hold for several years before it is reactivated.					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Sound 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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>4</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>1/10</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>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</b> 201 W. Preston St. 5th Floor, Room 510B		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</b> <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS (If yes, cite law(s) &amp; regulation(s))</b> <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</b> <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Maintain in office for 5 years after project is completed or after project is put on hold. Transfer to State Records Center for 10 years, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Stuart Stainman, Facilities Planner		<b>20. TELEPHONE NUMBER</b> 410-767-6818		<b>21. DATE</b> 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  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 • JESSUP, MARYLAND 20734

AGENCY RECORDS INVENTORY  
PAGE 9 OF 16

1. DEPARTMENT/AGENCY  
Dept. Health & Mental Hygiene

2. DIVISION  
Deputy Secretary for Operations

3. UNIT  
Office of Planning & Capital Financing

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  
HANDICAPPED-ACCESS PROGRAM FILES

5. EARLIEST YEAR/LATEST YEAR  
1984 TO 1998

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 of the need for accessibility modifications at DHMH facilities. These records include:  
A. General Files - Department-wide correspondence with other agencies  
B. Individual facility files with all versions of transition plan for that facility  
C. Videotapes of bathrooms, bedrooms, parking areas, etc. needing modification  
D. Annual Requests for Access Maryland Funds  
E. ADA Transition Plans.  
F. Individual Project Files

7. RECORD SERIES FORMAT(S)  
 Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify)

8. RECORDS SERIES SEQUENCE  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify)

9. VOLUME  
 File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (specify)  
Number - 1 file drawer  
10. ANNUAL ACCUMULATION  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify)  
1/5  
Number

11. FILE IS USED  
 Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER  
Number 5       Month(s)       Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)  
201 West Preston Street, Room 510B  
Baltimore, Maryland 21201

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  
 Yes       No

15. ACCESS RESTRICTIONS (If yes, cite laws & regulation(s))  
 Yes       No

16. AUDIT REQUIREMENTS  
 None       State       Federal       Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
**No**

18. RECOMMENDED RETENTION  
A. B. and C. > Retain in office until no longer active; transfer to State Records Center for 10 years, then destroy.  
D. and E. > Retain in office for 5 years; then transfer to State Records Center for 10 more years, then destroy.  
F. > Retain project files in office for 5 years beyond completion date or deferral date; transfer to SRC for 10 years, then destroy.

19. NAME AND TITLE OF PREPARER  
Stuart Stainman, Facilities Planner

20. TELEPHONE NUMBER  
410-767-6818

21. DATE  
April 22, 1998

INSTRUCTIONS - Type or print a separate form for each new revised record series Forward with Records Retention Schedule (DGSS50-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 \* JESSUP, MARYLAND 20734

AGENCY RECORDS INVENTORY

PAGE 10 OF 16

1. DEPARTMENT/AGENCY  
Dept. Health & Mental Hygiene

2. DIVISION  
Deputy Secretary for Operations

3. UNIT  
Office of Planning and Capital Financing

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  
COMMUNITY BOND AND ADULT DAY CARE FILES

5. EARLIEST YEAR/LATEST YEAR  
1972 TO Present

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 Agenda Item  
D. Grant Payment Requests  
E. Other Project Correspondence

7. RECORD SERIES FORMAT(S)  
 Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify)

8. RECORDS SERIES SEQUENCE  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify)

9. VOLUME  
 File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (specify)  
Number - 14 file drawers  
10. ANNUAL ACCUMULATION  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_  
1  
Number

11. FILE IS USED  
 Daily     Weekly     Monthly

12. FILE BECOMES INACTIVE AFTER  
Number 5     Month(s)     Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)  
201 West Preston Street, Room 510A  
Baltimore, Maryland 21201

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  
 Yes     No

15. ACCESS RESTRICTIONS (If yes, cite laws) & regulation(s)  
 Yes     No

16. AUDIT REQUIREMENTS  
 None     State     Federal     Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
**No**

18. RECOMMENDED RETENTION  
Retain in office for 5 years; transfer to State Records Center for an additional 25 years, then destroy. (State has a 30-year right-of-recovery).

19. NAME AND TITLE OF PREPARER  
George Upperco. Health Planner IV

20. TELEPHONE NUMBER  
410-767-6589

21. DATE  
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	AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>16</u>
1. DEPARTMENT/AGENCY Dept. Health & Mental Hygiene	2. DIVISION Deputy Secretary for Operations	3. UNIT Office of Planning & Capital Financing
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 NURSING HOME BOND FILES	5. EARLIEST YEAR/LATEST YEAR <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 Agenda Item D. Grant Payment Requests E. Other Project Correspondence		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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)	8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number - <b>2 file drawers</b> <hr/> 10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (Specify) <u>Inactive since 1990</u> Number _____
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <b>CURRENTLY INACTIVE</b> Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. CURRENT LOCATION(S) (Bldg, Floor, Room) 201 West Preston Street, Room 510A Baltimore, Maryland 21201	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite laws) & regulation(s) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <b>No</b>	18. RECOMMENDED RETENTION Transfer to State Records Center until 15 years old, then destroy. (State has a 15-year right-of-recovery.)	
19. NAME AND TITLE OF PREPARER George Uppercro, Health Planner IV	20. TELEPHONE NUMBER 410-767-6589	21. DATE 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

AGENCY RECORDS INVENTORY  
PAGE 12 OF 16

1. DEPARTMENT/AGENCY  
Dept. Health & Mental Hygiene

2. DIVISION  
Deputy Secretary for Operations

3. UNIT  
Office of Planning & Capital Financing

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  
PROPERTY TRANSACTIONS

5. EARLIEST YEAR/LATEST YEAR  
early 1980's TO Present

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 documents relating to lessees who occupy space at DHM facilities. These records include:  
A. Correspondence  
B. Leases  
C. Easements  
D. Right-of-Way Documents  
E. Memorandums of Understanding

7. RECORD SERIES FORMAT(S)  
 Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify)

8. RECORDS SERIES SEQUENCE  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify)

9. VOLUME  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)  
Number - **2 file drawers**  
-----  
10. ANNUAL ACCUMULATION  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) **file folders per year**  
**5**  
Number

11. FILE IS USED  
 Daily     Weekly     Monthly

12. FILE BECOMES INACTIVE AFTER  
Number 50     Month(s)     Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)  
201 West Preston Street, Room 510E  
Baltimore, Maryland 21201

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  
 Yes **DGS, Facility, Lessee**     No

15. ACCESS RESTRICTIONS (If yes, cite laws & regulation(s))  
 Yes \_\_\_\_\_     No

16. AUDIT REQUIREMENTS  
 None     State     Federal     Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
**No**

18. RECOMMENDED RETENTION  
Retain in office until no longer active; transfer to State Records Center for 10 years, then destroy.

19. NAME AND TITLE OF PREPARER  
Barry R. Stabile, Administrator II

20. TELEPHONE NUMBER  
410-767-5790

21. DATE  
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	AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>16</u>
1. DEPARTMENT/AGENCY Dept. Health & Mental Hygiene	2. DIVISION Deputy Secretary for Operations	3. UNIT Office of Planning & Capital Financing
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 HISTORIC PRESERVATION FILES	5. EARLIEST YEAR/LATEST YEAR <u>1985</u> TO <u>1998</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 copies of all reports of historic architecture and archeological studies of DHMH facilities.		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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)	8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number - <u>1/2 of a file drawer</u> 10. ANNUAL ACCUMULATION <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>1/8</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. CURRENT LOCATION(S) (Bldg, Floor, Room) 201 West Preston Street, Room 510B Baltimore, Maryland 21201	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Maryland Historical Trust</u> <input type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite laws) & regulation(s) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) No	18. RECOMMENDED RETENTION Retain in office until no longer needed, then transfer to the Maryland State Archives.	
19. NAME AND TITLE OF PREPARER Stuart Stainman, Facilities Planner	20. TELEPHONE NUMBER 410-767-6818	21. DATE April 20, 1998

INSTRUCTIONS - Type or print a separate form for each new revised record series Forward with Records Retention Schedule (DGSS50-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 \* JESSUP, MARYLAND 20734

AGENCY RECORDS INVENTORY

PAGE 14 OF 16

1. DEPARTMENT/AGENCY  
Dept. Health & Mental Hygiene

2. DIVISION  
Deputy Secretary for Operations

3. UNIT  
Office of Planning & Capital Financing

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

MAP FILES

5. EARLIEST YEAR/LATEST YEAR

1950 TO 1998

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documentation/forms found in the Series. 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. RECORD SERIES FORMAT(S)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) **LARGE MAPS**

8. RECORDS SERIES SEQUENCE

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) **Facility**

9. VOLUME

- File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (specify) **Map Cases**

Number - **2 Map Cases**

10. ANNUAL ACCUMULATION

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) **Map Case**  
1/10  
Number

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

Number ----       Month(s)       Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)  
201 West Preston Street, Room 510B  
Baltimore, Maryland 21201

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

- Yes       No

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

- Yes       No

16. AUDIT REQUIREMENTS

- None       State       Federal       Independent

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

**YES - Includes type of map and year made.**

18. RECOMMENDED RETENTION

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.

19. NAME AND TITLE OF PREPARER

Stuart Stainman, Facilities Planner

20. TELEPHONE NUMBER

410-767-6818

21. DATE

April 20, 1998

<b>INSTRUCTIONS - Type or print a separate form for each new revised record series Forward with Records Retention Schedule (DGS550-1)</b>	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 * JESSUP, MARYLAND 20734	AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>16</u>
<b>1. DEPARTMENT/AGENCY</b> Department of Health & Mental Hygiene	<b>2. DIVISION</b> Deputy Secretary for Operations	<b>3. UNIT</b> Office of Planning & Capital Financing
<b>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>		
<b>4. RECORD SERIES TITLE</b> MARYLAND COMMISSION ON WOMEN'S HEALTH (formerly known as the Governor's Commission on Women's Health)	<b>5. EARLIEST YEAR/LATEST YEAR</b> 1993 TO 1998	
<b>6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documentation/forms found in the Series. Include the purpose or function of the Series)</b> <p>This series includes all records pertaining to the formation of the Commission and its work to date. These records include:</p> <ul style="list-style-type: none"> <li>A. Executive Orders</li> <li>B. Briefing Books</li> <li>C. Agenda</li> <li>D. Minutes</li> <li>E. Reports Generated by Commission</li> <li>F. Correspondence</li> <li>G. Expo Materials</li> <li>H. Articles and Pamphlets on Women's Health Issues</li> <li>I. Mailing Lists</li> </ul>		
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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. RECORDS SERIES SEQUENCE</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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 checked="" type="checkbox"/> Other (specify) <b>1 Box</b> <hr/> Number - <b>3 File Drawers</b> <hr/> <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> Number <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. CURRENT LOCATION(S) (Bldg. Floor, Room)</b> 201 West Preston Street, Room 505 Baltimore, Maryland 21201	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</b> <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
<b>15. ACCESS RESTRICTIONS (If yes, cite laws) &amp; regulation(s)</b> <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</b> NO	<b>18. RECOMMENDED RETENTION</b> A. - E. ) Permanent; retain in office for 10 years, then transfer to Maryland State Archives. F. - I. ) Retain in office for 10 years; transfer to State Records Center for 5 years, then destroy.	
<b>19. NAME AND TITLE OF PREPARER</b> Dianne White, Health Planner IV	<b>20. TELEPHONE NUMBER</b> 410-767-6822	<b>21. DATE</b> 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 RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 * JESSUP, MARYLAND 20734		AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY Dept. Health & Mental Hygiene		2. DIVISION Deputy Secretary for Operations		3. UNIT Office of Planning & Capital Financing	
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 SPECIAL PROJECTS				5. EARLIEST YEAR/LATEST YEAR 1996 TO Present	
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 includes support documentation and special reports developed by the unit at the request of the Secretary or legislature:  A. Reports B. Support Documentation					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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)		8. RECORDS SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  Number - <b>1 file drawer</b>	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER Number <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg, Floor, Room) 201 West Preston Street, Room 505 Baltimore, Maryland 21201		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite laws) & regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  <b>No</b>		18. RECOMMENDED RETENTION  A.> Permanent; retain reports in office for 10 years, then transfer to Maryland State Archives.  B.> Retain in office until no longer needed; transfer to State Records Center for 10 years, then destroy.			
19. NAME AND TITLE OF PREPARER Dianne White, Health Planner IV		20. TELEPHONE NUMBER 410-767-6822		21. DATE June 26, 1998	