

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

Schedule No. **2069**

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Agency **DHMH** Division/Unit **Epi & Disease Control Program**
Community & Public Health Admin.

Item No.	Description	Retention
1	<p>This schedule supercedes schedules 1139 & 1139A</p> <p><u>Communicable Disease and Surveillance</u></p> <p>A. Statistical Reports for Centers for Disease Control and Prevention</p> <p>B. Communicable Disease Surveillance Annual Summary Reports to CDC</p> <p>C. Maryland Confidential Morbidity Report on cases of disease reported to the Unit other than TB, syphilis or gonorrhea</p> <p>D. Communicable Disease Surveillance - Laboratory Reports other than TB, syphilis, gonorrhea and chlamydia (DHMH 1281 "Laboratory Evidence of Certain Communicable Diseases)</p> <p>E. Case Investigation Reports (DHMH, CDC, any other case report or surveillance forms and other summaries of case investigations)</p> <p>F. <i>Salmonella typhi</i> Carrier Record</p>	<p>Retain for ten (10) years, then destroy.</p> <p>Retain for five (5) years, then destroy.</p> <p>Retain for five (5) years. Transfer to State Records Center and retain for five (5) more years, then destroy.</p> <p>Retain for five (5) years. Transfer to Records Center and retain five (5) more years, then destroy.</p> <p>Retain for five (5) years. Transfer to State Records Center and retain for five (5) more years, then destroy.</p> <p>Retain in Office until death of carrier or until released from supervision by the Health Officer, then destroy.</p>

Schedule Approved by
Department,
Agency, or
Division Representative.

Date

6-25-99

Signature

Diane M. Dwyer MD

Typed name

Diane M. Dwyer, M.D

Title

Director, EDCP

Schedule Authorized by State Archivist

Date

AUG 24 1999

Signature

Edward C. Papenfuss

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Item No.	Description	Retention
2	<p><u>Outbreak and Case Investigations</u></p> <p>A. Outbreak and Case Investigation Files. (Except for TB investigations)</p> <p>B. Outbreak preliminary reports and final reports notebooks</p>	<p>Retain for three (3) years. Transfer to State Records Center and retain for twenty-two (22) more years, then destroy.</p> <p>Retain for ten (10) years. Transfer to State Records Center and retain for fifteen (15) more years, then destroy.</p>
3	<p><u>Veterinary Medicine</u></p> <p>A. Human post-exposure vaccination and treatment and pre-exposure</p> <p>B. Animal Bite Reports</p> <p>C. Exotic Bird Permits</p> <p>D. Maryland Animal Bite Report and Quarantine Reports</p> <p>E. Maryland Rabid Animal Surveillance Reports</p>	<p>Screen annually. Records, which are five (5) years old, can be destroyed if no longer needed.</p>

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Item No.	Description	Retention
4	<u>Tuberculosis and Refugee Health</u>	
	A. Division of TB Control Confidential Morbidity Report (DHMH 1140) and/or Tuberculosis Case/Suspect Report (DHMH 4501 and associated case files which contain laboratory reports and other detailed information on TB	Retain for two (2) years. Transfer to State Records Center and retain for fifteen (15) more years, then destroy. Records of patients who die during TB treatment, or are diagnosed with TB after death may be destroyed after state and LHD program review.
	B. Case files of multiple-drug resistant patients and those patients incarcerated for noncompliance with TB treatment	Retain twenty (20) years, then destroy.
	C. Tuberculosis Information Management System (TIMS) data files	Retain for five (5) years, then destroy. Retain annual case line listings twenty (20) years, then destroy.
	D. Verified TB Case Notebooks (1913 to 1989): contains lists of reported TB cases	Transfer to State Records Center and retain until 2020, then destroy.
	E. Nontuberculosis Mycobacterium laboratory reports	Retain two (2) years, then destroy.
	F. DHMH 851; TB Chemoprophylaxis Records (contain data on individuals who receive preventive TB treatment).	Retain for one (1) year or until entered into surveillance database, then destroy.
	G. CDC TB Program Management Reports	Retain five (5) years, then destroy.
	H. TB Investigation files: includes special investigations, i.e., large contact investigations, investigations of outbreaks, laboratory contamination, and significant clusters of culture positive cases with identical DNA fingerprints	Retain five (5) years. Transfer to State Records Center for five (5) more years, then destroy.

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Item No.	Description	Retention
	I. TB Alien Report forms: Forms used to notify states about aliens entering with TB	Retain for five (5) years, then destroy.
	J. Refugee Health Screening Records and other refugee program management reports	Retain five (5) years. Transfer to State Records Center for ten (10) more years, then destroy.
	K. HIV/TB co-infection data	Retain until required surveillance reports are completed (not more than 2 years), then destroy.
	L. Chest radiographs	Non-drug resistant cases: Retain until case is closed, then destroy. Multiple-drug resistant pulmonary cases: Retain for twenty (20) years, then destroy.
5	<u>Sexually Transmitted Diseases</u>	
	A. (STD) Syphilis Confidential Morbidity Report DHMH 1140 (Morbidity Report): contains information on individual cases, state of disease, laboratory information and treatment of patients and lab information	Retain in Office for one (1) year. Transfer to State Records Center for twenty (20) more years, then destroy.
	B. Syphilis Interview Reports	Retain until statistical analysis is completed, not more than two (2) years, then destroy.
	C. Syphilis Contact Reports	Retain until statistical reports are completed, not more than two (2) years, then destroy.
	D. Syphilis Laboratory Reports	Retain until statistical analysis is completed, not more than two (2) years, then destroy.
	E. Gonorrhea Maryland Confidential Morbidity Report (DHMH 1140)	Retain for one (1) year. Transfer to State Records Center for two (2) more years, then destroy.
	F. Gonorrhea Interview Reports	Retain in Office until statistical analysis is completed, not more than two (2) years then destroy.

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Item No.	Description	Retention
	G. Gonorrhea Contact Reports	Retain until statistical reports are completed, not more than two (2) years, then destroy.
	H. HIV Interview Reports	Retain until statistical reports are completed, not more than two (2) years, then destroy.
	I. HIV Contact Reports	Retain until statistical reports are completed, not more than two (2) years, then destroy.
6	<u>Immunizations</u>	
	A. Vaccine for Children Program Records	Screen annually and destroy records, which are superseded or no longer required.
7	<u>Administrative and Accounting Files/Reports</u>	
	A. General administrative correspondence (Notebooks and files containing general correspondence)	Screen annually and destroy material which is three (3) years old if no longer needed.
	B. Word processing documents on magnetic computer diskettes, tapes, or compact disks	Screen annually and delete material that is superseded or no longer needed.
	C. Historical papers which illustrate the development and containment of disease and the EDCP Program	Retain permanently in Office. Transfer periodically to State Archives.
	D. Health Officer Memos	Retain for ten (10) years. Transfer to State Records Center for ten (10) years, then destroy.
	E. Site Visit Reports	Retain for four (4) years, then destroy.
	F. Consultation Report Forms	Retain for three (3) years. Transfer to State Records Center for twelve (12) years, then destroy.

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Item No.	Description	Retention
	G. Purchasing and equipment file (including receipts, contracts, purchase orders, requisitions, etc.) and inventory reports	Retain purchasing and equipment files for two (2) years. Transfer to State Records Center for three (3) years, then destroy. Retain inventory reports for three (3) years of until superseded, then destroy if no longer needed.
	H. MOU's and interagency agreements	Retain for two (2) years. Transfer to State Records Center for three (3) years, then destroy, unless specified otherwise by the agreement.
	I. Grants/Gifts file	Retain for two (2) years. Transfer to State Records Center for three (3) years, then destroy, unless specified otherwise by the grant.
	J. FOI/Public Information Act requests file	Retain for two (2) years. Transfer to State Records Center for three (3) years, then destroy.
	K. Records management (including forms management, personal records inventory, records transmittals, etc.)	Retain permanently in office; support documentation can be destroyed when no longer needed.
	L. Unit personnel folders	Retain for two (2) years after employee leaves EDCP employment. Transfer to State Records Center for three (3) years, then destroy.
	M. Space management (including office layout, etc.)	Retain for two (2) years. Transfer to State Records Center for three (3) years, then destroy.
	N. Organization file (including staffing, positions, organization charts, etc.)	Retain for three (3) years or until superseded, then destroy if no longer needed.
	O. Audit reports: Reports of audits conducted by the Legislative Auditors	Retain for ten (10) years, then destroy.
	Reports of audits conducted by persons or agencies other than the Legislative Auditors	Retain for ten (10) years, then destroy.

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Item No.	Description	Retention
	<p>P. Purchasing records, petty cash transactions and travel vouchers</p> <p>Q. Payroll and timekeeping file (including employee contracts, leave cards, time sheets, etc.)</p> <p>R. Special reports file (e.g., studies, research, or other compilations)</p>	<p>Retain for three (3) years and until audit requirements are met. Transfer to State Records Center for three (3) years, then destroy.</p> <p>Retain for two (2) years. Transfer to State Records Center for three (3) years, then destroy</p> <p>Retain for ten (10) years, discard information no longer needed.</p>