SCHEDULE NUMBER 2103

INDIVIDER 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 6

DEPARTMENT OF HEALTH & MENTAL HYGIENE

DEPUTY SECRETARY FOR OPERATIONS - VITAL STATISTICS ADMINISTRATION - DIVISION OF VITAL RECORDS

Item No.	Record Series Description	Retention
	This Schedule supersedes Schedules 222 and 230 ***** All DHMH-Division of Vital Record Information is to be maintaine released, and shared in accordance with the Maryland Privacy Act other applicable statutes and regulations.	d,
1.	Birth Certificates Original hard copies are maintained at DVR from 1925 to present. Microfilm copies ar also maintained at DVR. Prior to 1925, Hard copies are at Maryland State Archives, see Item 2-Index to Birth Certificates Birth files after 1942 are also maintained electronically.	Periodically send microfilm copies and copies of electronic files to Archives.
2	Index to Birth Certificates All MD Counties (not Baltimore City) 1898- 1919 In 18 book volumes 1920- 1972 On index cards + microfilm 1973-Present book volumes. Baltimore City 1875- 1917 On microfilm 1918- 1973 On index cards + microfilm 1973-Present book volumes.	Retain book volumes, index cards, and microfilm permanently. Send to Archives periodically. Retain book volumes, index cards, microfilm permanently. Send to Archives periodically.
	Indexes for all certificates from 1922 to present are also maintained electronically	Send electronic file index to Archives periodically.
3.	Delayed Birth Certificates Original hard copies of Delayed Birth Certificates, including applications and evidence used to create them, from 1875 for Baltimore City, 1898 for all other Countie to present, are maintained at DVR. Microficopies of delayed birth certificates, applications, and evidence are also maintained.	es, permanently. Send to archives
<u> </u>		

APPROVED BY: (Agency Official)
DATE: (Musry 30, 200/
SIGNATURE Seneur S. Sucras
NAME/TITLE: Geneva Sparks, State Registrar

AUTHORIZED BY: (State Archivist)

DATE: FEB 1 3 200

SIGNATURE:

NAME/TITLE: Edward C. Papenfuse, Jr., State Archivist

DGS 550-1 (DHMH-1998)

SCHEDULE NUMBER 2103

PAGE 2 OF 6

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
Deputy Secretary for Operations - Vital Statistics Administration - Division of Vital Records

Item No.	Record Series Description	Retention
4.	Death Certificates Original hard copies of death certificates are maintained at DVR. A microfilm copy of all death certificates from 1911 to present for all Maryland counties, and from 1875 to present for Baltimore City, is maintained at DVR. Last page of Death Certificate is the Burial Permit, See Item #11.	Retain original hard copies of death certificates permanently. Send to Archives periodically. Also send microfilm of death certificates to archives periodically.
5.	Index to Death Certificates A card index of death certificates is maintained from 1969 to 1972 for all counties, and from 1951 to present for Baltimore City. Book Volumes are maintained after 1973 for Counties and Baltimore City. Electronic File are also maintained.	Retain original index cards, and volumes permanently. Send to Archives periodically. Send electronic files To Archives periodically.
6.	Fetal Death Certificates Fetal deaths hard and microfilm copies are maintained for Baltimore City & Counties at DVR. Electronic Index File also maintained.	Retain original hardcopy and microfilm copies of fetal death certificates permanently. Send to Archives periodically. Periodically send electronic files to
7.	Marriage Certificates DVR maintains hard and microfilm copies of certificates for all marriages occurring in Maryland from June 1951 to present.	Retain original hard and microfilm copies permanently. Send to Archives periodically.
	IMU 1999) Continuation Sheet	

SCHEDULE
NUMBER 2103
PAGE 3 OF 6

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretary for Operations - Vital Statistics Administration - Division of Vital Records

Item No.	Record Series Description	Retention
8.	<u>Index of Marriage Records</u> Index is maintained in book volumes from 1951 to present.	Retain original index volumes permanently.
	Electronic Index File also maintained.	Send Index volumes, electronic files to Archives periodically.
9.	Divorce/Annulment Forms DVR maintains microfilm copies of divorce and annulment forms processed in Maryland from July, 1961 to present. Original hard copies of divorce and annulment are maintained at DVR.	Retain hard and microfilm copies permanently. Send to State Archives periodically.
	Card index of Divorce/Annulment information available from July 1961-1972. Book Volumes for 1973 to present.	Also send copy of card index, book volumes to Archives periodically.
10.	Affidavit of Parentage Since 10/1995, this form has been prepared when parents of a child are not married at child's birth. Microfilm copies are also maintained.	Retain hard and microfilm copies permanently. Send to Archives periodically.
11.	Burial Permits This Permit is the last page of the Death Certificate, and serves as a permit to transport a body for final disposition.	Retain permanently. Send to Archives periodically.

SCHEDULE NUMBER 2103

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

DEPUTY SECRETARY FOR OPERATIONS- VITAL STATISTICS ADMINISTRATION - DIVISION OF VITAL RECORDS

Item No.	Record Series Description	Retention
12.	Certificates Under Seal ■ Certificate of Adoption ■ Report of Legitimation / Affidavit of Natural Father ■ Affidavit of Natural Parents ■ Affidavit of Adjudication of Paternity ■ Other Certificates	Retain original hard copies of Birth certificates, certificates under seal, and related documentation permanently. Send to Archives periodically. Microfilm is retained at DVR permanently.
	Original hard copy of Birth certificate, with relevant certificate(s) under seal, and any related documentation, are maintained by DVR, and microfilmed.	
13.	DVR Administrative Forms Request for Correction/Amendment to Death Certificate Request for Correction/Amendment to	Maintain forms at DVR until microfilming has been verified, then destroy.
	Request for Correction/Amendment to Fetal Death Certificate Supplemental Report of Cause of Death Affidavit to Correct Or Add Given Name to Certificate of Birth Affidavit to Change the Name on a Certificate of Birth within Twelve Months of Birth Other Administrative forms	Retain microfilm copy permanently. Send to Archives periodically.
	Notarized and/or signed forms are maintained at DVR.	
14.	Applications for Certificates The following are either over-the-counter or mail-in applications: Application for Copy/Abstract of Birth Certificate Application for a copy of a Death Certificate Application for a Copy of a Marriage Certificate	Retain for three (3) years and until all audit requirements are fulfilled, then destroy. Maintained at DVR for 6 months then transfer to State Records Center.
15	Administrative Correspondence Hard copies of incoming and outgoing letters, faxes, and other memos concerning functions of DVR.	Set up new folders annually, dispose of non-record material which is no longer needed. Retain for three more years either in office or at records center, then destroy.
		Information which shows the development of the Division or Department, its policies or accomplishments should be transferred to the DVR History file (Item 17) for permanent retention, and eventual transfer to the Archives.

SCHEDULE NUMBER 2103

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 5 OF 6

DEPARTMENT OF HEALTH & MENTAL HYGIENE

DEPUTY SECRETARY FOR OPERATIONS- VITAL STATISTICS ADMINISTRATION - DIVISION OF VITAL RECORD

Item No.	Record Series Description	Retention
16.	Accounting Records A. General/Misc Accounting Records I. Daily Fiscal Reports (Cashier Settlement Report, Bank Deposit Slips, Mail Receipt Reconciliation, Vital Check Receipt Report, etc) ii. County Transmittals (Receipt Copies, Check Stubs, Bank Deposit Slips, etc) iii. Federal Enumeration Records (Data Processing Reports, Index of Individual Records Produced, Invoice/Receipt Copies, Check stubs, Bank Deposit Slips. etc) iv. Inter-agency Certificate Documentation (Invoices/receipt copies, check stubs, bank deposit slips, transmittals, etc) v. Petty Cash Reimbursement Sheets vi. Petty Cash Reconciliation Sheets vii. Security Paper Issuance Log viii. Voided Security Paper ix. Refund Documentation x. Requisitions and Purchase orders xii. Receiving Reports xiii. Receiving Reports xiii. DAFRT 100/200 Monthly Report xiv. Log of Under \$500 Purchases, Phone Bills xv. Log of Issuance of Blank Birth/Death Certificates xvi. Affidavit of Parenting -invoices and related documentation xvii. Other miscellaneous accounting records	Retain for three (3) years, and until all audit requirements are fulfilled, then destroy.
	B. Budget and Management Records Budget estimates, papers, and worksheets; Inventories of materials and supplies, Reports of Fixed Assets, Reports of Materials and Supplies, and other related documentation C. Purchasing Records Copies of contracts including notices of award, bids, modifications, etc. Supply requisitions, shipping documents, receiving documents, and other purchasing records.	Retain for three years and until all audit requirements are fulfilled, then destroy. Retain for five years and until all audit requirements are fulfilled, then destroy.

SCHEDULE NUMBER 2103

RECORDS RETENTION AND DISPOSAL SCHEDULE

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DEPARTMENT OF HEALTH & MENTAL HYGIENE DEPUTY SECRETARY FOR OPERATIONS- VITAL STATISTICS ADMINISTRATION - DIVISION OF VITAL RECORDS

Item No.	Record Series Description	Retention
17.	DVR History File One copy of all DVR publications, studies, policy documentation, reports, etc. DVR awards, photos, certificates, newspaper clippings, and other publicity. Items screened from correspondence and other administrative records which show the development of the Division or Department.	Retain permanently. Send to Archives periodically.
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OHMH Instructions - Screen non-record materials and st separately. Type or print a separate inventory form or each Record Series identified. Each Record Series nust also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE OF
. Department/Agency	2. Office/Administra	· ·	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Viral ST	iatis tics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
1. Record Series Title #/ Birth Certificai	`es		5. Earliest Year/Latest Year to
3. Record Series Description (Briefly describe the types of			
Original hard copi Micro Film Copies	es are m	paintained From maintained	n 1925 To present.
7 Record Series Format(s)	8. Record Series S	Sequence	9. Volume
□ Letter Size	□ Alphabetical		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	□ Numerical		Number
Ø Bound Book ☐ Floppy Disk	Chronological		
☐ Audio Tape ☐ Video Tape	☐ Geographi	cal	10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)
☐ Other (specify)	☐ Other (spe	city)	
/t. File is Used 17 Daily ☐ Weekly	☐ Monthly	12. File Becomes Inactive Afto Number	er Month(s) □ Year(s)
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicat (If yes, specify agency of	
/i. Access Restrictions ☐ Yes ☐ No		16. Audit Requirements	
(If Yes, cite Law(s) & Regulation(s)		□ None □ State	☐ Federal ☐ Independent
7 is an index System used? (If yes, explain briefly and describe any hardware/software requirements		18. Recommended Retention ReTain per Archives	rmanently. Send To periodically.
1 1 2 2 4 11	. Room Number Telephone Number	- 21. (46) 764-3196	9/28/00

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OHMH Instructions - Screen non-record materials and ist separately. Type or print a separate inventory form or each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1379		PAGE OF
. Department/Agency	2. Office/Administra	· ·	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vilal Si	atistics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related recor	rds normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
1. Record Series Title # 2 Index To Birth Cer	Tificall.	٠	5. Earliest Year/Latest Year to
3. Record Series Description (Briefly describe the types of	Information/docume	ints/forms found in the series. In	oclude the purpose or function of the series.)
All MD Counties (A	sor Bullin	more City)	
1898-1919 18 U 1920-present ind	columnes		
		+ micro film	
Ballo. Cily 1875-1917 microl	c -1.		
1875-1917 microl 198- present	The Trade	uz + mires Eilm	,
7 Record Series Format(s)	8. Record Series S		9. Volume
☐ Letter Size	☐ Alphabetics		· 🗆 File Drawer(s)
			☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	□ Numerical		Number Other (specify)
☐ Bound Book ☐ Floppy Disk	☑ Chronologi	cal	10. Annual Accumulation
□ Audio Tape □ Video Tape	☐ Geographia	cal	☐ File Drawer(s)
Mother (specify) Index Cards	□ Other (spe	city)	☐ Microfilm Real(s) ☐ Computer Tape(s) Number ☐ Other (specify)
f1. File is Used Daily □ Weekly	☐ Monthly	12. File Becomes Inactive Afte	or Gonth(s) Gar(s)
B. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No	
/5. Access Restrictions ☐ Yes ☐ No		16. Audit Requirements	
(If Yes, cite Law(s) & Regulation(s)		☐ None ☐ State ☐ Federal ☐ Independent	
7 Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements		18. Recommended Retention ReTain perm	numently Send To
☐ Yes ☐ No			eriodically.
Carre M Baker III	Room Number	21.	9/28/00

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OHMH Instructions - Screen non-record materials and st separately. Type or print a separate inventory form or each Record Series identified. Each Record Series nust also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE F 7275 W P JESSUP,	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD .O. BOX 275 , MARYLAND 20794 10) 799-1379	AGENCY RECORDS INVENTORY PAGE OF
. Department/Agency	2. Office/Administra	·	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Viral ST	iatis tics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	rds normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
Record Series Title #3 Drlayed Birth	Certifica	TW.	5. Earliest Year/Latest Year to
3. Record Series Description (Briefly describe the types of	f information/docume	ents/forms found in the series. Ir	nclude the purpose or function of the series.)
Original hard Cop maintained at Du Micro Film Copies	R From	1898 TO Present	ins and evidence)
7. Record Series Format(s)	8. Record Series S	equence	9. Volume
Letter Size Microfilm	☐ Alphabetica	ai	☐ File Drawer(s) ☐ Microfilm Reel(s)
🛘 Legal Size 🗘 Computer Tape	□ Numerical		□ Computer Tape(s) Number □ Other (specify)
Ø Bound Book ☐ Floppy Disk	Z Chronological		Transis & Garat (operary)
☐ Audio Tape ☐ Video Tape			10. Annual Accumulation
☐ Other (specify)	☐ Geographical ☐ Other (specify)		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)
It. File is Used. □ Weekly	☐ Monthly	12 File Becomes Inactive Afte	er Aonth(s) ☐ Year(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No	
j5. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements □ None □ State	☐ Federal ☐ Independent
Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements Yes No			manently. Send To periodically.
1 1 11	Room Number	- (410) 764-3196	9/28/00

DHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form for each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE F 7275 W P JESSUP	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD .O. BOX 275 , MARYLAND 20794 10) 799-1379	AGENCY RECORDS INVENTORY PAGE OF
1. Department/Agency	2. Office/Administre	·	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Viral ST	iatis iics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
#4 Death Certific	ates		5. Earliest Year/Latest Year to
3. Record Series Description (Briefly describe the types of	of information/docume	ents/forms found in the series. I	nclude the purpose or function of the series.)
Oringinal hard of Ten (10) years. All maryland Countie Bustimore city		Film copies 196	
7 Record Series Format(s)	8. Record Series S	equence	9. Volume
☐ Letter Size 12 Microfilm	☐ Alphabetica	٠	☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□ Numerical		U Computer Tape(s) Number □ Other (specify)
Ø Bound Book ☐ Floppy Disk	Chronologi	cal	Trained S Guidi (opocity)
☐ Audio Tape ☐ Video Tape ☐ Other (specify)	Geographical Other (specify)		10. Annual Accumulation File Drawer(s) Microfilm Real(s) Computer Tape(s) Number Other (specify)
ti. File is Used ☑ Daily ☐ Weekly	1		er Month(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicat (If yes, specify agency o	
5. Access Restrictions		16. Audit Requirements	☐ Federal ☐ Independent
Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements Yes No		18. Recommended Retention Hard Copies m For Cial years, For permanen Micro Film Seni	aintained at DUR For Then sent to Archives T storage. To Archives periodically
1 40 0 4 17	Room Number Telephone Number		9/28/00

DHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form or each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	(4	10) 799-1379	PAGE OF
Department/Agency	2. Office/Administra	· ·	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Viral ST	atis iics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	rds normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
1. Record Series Title #5 Index To Deat	h Certif	icales	5. Earliest Year/Latest Year to
3. Record Series Description (Briefly describe the types of	f information/docume	nts/forms found in the series. In	nclude the purpose or function of the series.)
A card index of d			
To 1972 For all countin	s, and Fr	om 1950 To pre.	Stot For Ballimore
City. Volumes 1973 To	present	colcity index o	n Volumes.
		·	
7 Record Series Format(s)	8. Record Series S	equence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetics	. لد	☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical		Computer Tape(s) Number □ Other (specify)
☐ Bound Book ☐ Floppy Disk	12 Chronologi	cal	Training D Calai (specky)
	☐ Geographia		10. Annual Accumulation
Audio Tape Uvideo Tape Other (specify) Carl Index			☐ File Drawer(s) ☐ Microfilm Reel(s)
(A Other (specify)	☐ Other (spe	спу)	☐ Computer Tape(s) Number ☐ Other (specify)
J1. File is Used 12 Daily □ Weekly	☐ Monthly	12. File Becomes Inactive Afte	
☐ 12 Daily ☐ Weekly	a monthly	Number U	Nonth(s) Year(s)
B. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicat	ad Fisawhara?
p. Cultural Eccanonia) (Blag., Floor, Noori)	•	(If yes, specify agency of	
		U 163	
15. Access Restrictions Yes No		16. Audit Requirements	
(If Yes, cite Law(s) & Regulation(s)		□ None □ State	☐ Federal ☐ Independent
77 is an index System used?	·	18. Recommended Retention	
(If yes, explain briefly and describe any hardware/so	ftware requirements	11	numerally. Send To
☐ Yes ☐ No		Archives pe	
			/
Name and Title of Preparer 20.	Room Number		Dete
	~	46) 764-3196	9/28/00
Business Manager	. Soprisio Hallber	167-5176	1148100

OHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form or each Record Series Identified. Each Record Series must also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE F 7275 W P JESSUP,	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD .O. BOX 275 , MARYLAND 20794 10) 799-1379	AGENCY RECORDS INVENTORY PAGE OF
1. Department/Agency	2. Office/Administra	ution/Division	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vital St	atis lics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	rds normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
4. Record Series Title #6 FeTal Death	Cerîi F	icales	5. Earliest Year/Latest Year to
3. Record Series Description (Briefly describe the types of	f information/docume	ents/forms found in the series. In	nclude the purpose or function of the series.)
Feial deaths and C		•	pha order For
Bultimore City + County	ies Through	gh 1995.	
1996 - Present or	n main F	Frame only. No	Hurd copy of
Index.			
1 Record Series Format(s)	8. Record Series S	equence	9. Volume
☐ Letter Size Microfilm	12 Alphabetical		☐ File Drawer(s)☐ Microfilm Reel(s
☐ Legal Size ☐ Computer Tape	☐ Numerical		U Computer Tape(s) Number □ Other (specify)
Ø Bound Book ☐ Floppy Disk	☐ Chronologi	ical	
☐ Audio Tape ☐ Video Tape	☐ Geographia	cai	10. Annual Accumulation
□ Other (specify)	☐ Other (spe	city)	☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)
it. File is Used. Iz Daily Weekly	☐ Monthly	12. File Becomes Inactive Afte	or fonth(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No	
ji. Access Restrictions		16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent	
If yes, explain briefly and describe any hardware/software requirements Yes No		18. Recommended Retention Re Tain hard per maneraly, per isdically, micro Pilm se	d copy of Retal death Send to Archives and to Archives Periodically.
	Room Number Telephone Number	- (410) 764-3196	Date 9/28/00

DHMH instructions - Screen non-record materials and list separately. Type or print a separate inventory form or each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE F 7275 W P JESSUP	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD .O. BOX 275 , MARYLAND 20794 10) 799-1379	AGENCY RECORDS INVENTORY PAGE OF
I. Department/Agency	2. Office/Administra	Ť	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vital ST	atis iics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
1. Record Series Title #7 Marriage Certi	Ficults		5. Earliest Year/Latest Year to to
3. Record Series Description (Briefly describe the types of	f information/docume	ents/forms found in the series. In	nclude the purpose or function of the series.)
Original hard cop	ofes main T	tained at bur	For Pen (10) years.
Micro Film Copics	From Jun	1951 To pre	sint.
1. Record Series Format(s)	8. Record Series S	equence	9. Volume
□ Letter Size Microfilm	☐ Alphabetical		☐ File Drawer(s) ☐ Microfilm Reel(s)
🛘 Legal Size 🔻 🗘 Computer Tape	□ Numerical		Number
Ø Bound Book ☐ Floppy Disk	Chronologi	icai	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
☐ Audio Tape ☐ Video Tape	☐ Geographia		10. Annual Accumulation
☐ Other (specify)	Other (specify)		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)
II. File is Used. 12 Daily □ Weekly	☐ Monthly	12. File Becomes Inactive Afte	er Month(s) \(\sum \text{ Year(s)}
i3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No	
)5. Access Restrictions		16. Audit Requirements	
If is an index System used? (If yes, explain briefly and describe any hardware/software requirements		18. Recommended Retention Havê cupits s Itn (10) years for micro Film se periodically.	ent to Archives after permanent storage. Int to Archives
	Room Number Telephone Number	· · · · · · · · · · · · · · · · · · ·	9/28/00

OHMH Instructions - Screen non-record materials and st separately. Type or print a separate inventory form or each Record Series Identified. Each Record Series must also be listed on a Schedule. Forward all lecords inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE OF
. Department/Agency	2. Office/Administra	·	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vital ST	atis iics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	rds normally filed and	dused as a unit for reference as	well as retention and disposition purposes.
Record Series Title #8 Index of Ma	arriage.	Records	5. Earliest Year/Latest Year to
Record Series Description (Briefly describe the types of	f Information/docume	nts/forms found in the series. In	nclude the purpose or function of the series.)
Index is maint present.	ained in	n Volumes Fi	rom 1951 To
	,		
1 Record Series Format(s)	8. Record Series S	equence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetica		☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical		☐ Computer Tape(s) Number ☐ Other (specify)
Bound Book 🛘 Floppy Disk	☑ Chronologi	cal	
☐ Audio Tape ☐ Video Tape	☐ Geographic	cal	10. Annual Accumulation ☐ File Drawer(s)
Other (specify)	☐ Other (spec	city)	☐ Microfilm Reel(s). ☐ Computer Tape(s) Number ☐ Other (specify)
I1. File is Used ☑ Daily ☐ Weekly	☐ Monthly	12. File Becomes Inactive Afte Number	er Month(s) Year(s)
B. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No	
j5. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements □ None □ State □ Federal □ Independent	
17 Is an index System used? (If yes, explain briefly and describe any hardware/software requirements		18. Recommended Retention Re Tain original in dex	
□ Yes □ No	□ Yes □ No		nanenTly.
1 40 0 4 111	Room Number Telephone Number (- 46) 764-3196	9/28/00

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OHMH Instructions - Screen non-record materials and ist separately. Type or print a separate inventory form or each Record Series identified. Each Record Series nust also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE F 7275 W P JESSUP,	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD .O. BOX 275 , MARYLAND 20794 10) 799-1379	AGENCY RECORDS INVENTORY PAGE OF
. Department/Agency	2. Office/Administra	tion/Division	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vital ST	atis iics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
Hecord Series Title # 9 Divorce/Annulm			5. Earliest Year/Latest Year to
Original hard Copins and are microsoft and Index of Divorce For 1961-1972, and comp	ics of di ofilmed a	vorce and annumed sent to the	State Archives
7 Record Series Format(s)	8. Record Series Sequence		9. Volume
□ Letter Size	□ Alphabetical		☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	•	Number Other (specify)
☑ Bound Book ☐ Floppy Disk	2 Chronologi	cal	10. Annual Accumulation
D'Audio Tape D'Video Tape Other (specify) In det Courds	Geographical Other (specify)		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)
II. File is Used ☑ Daily ☐ Weekly	☐ Monthly	12. File Becomes Inactive Afte	er Aconth(s) Year(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No	
j5. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements □ None □ State □ Federal □ Independent	
7 Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements Yes No			ently. Send or iginal To Frer one CI) year. In To Archives periodically.
	Room Number Telephone Number (21.	9/28/00

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OHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form or each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE F 7275 W P JESSUP	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD O. BOX 275 , MARYLAND 20794 10) 799-1379	PAGE OF
. Department/Agency	2. Office/Administra	•	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vital ST	atis Tics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	rds normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
# 10 AFFI davit	of Paren	1 Taga	5. Earliest Year/Latest Year toto
& Record Series Description (Briefly describe the types of	f information/docume	nts/forms found in the series. Ir	nclude the purpose or function of the series.)
LeTter Size Forms Not married at child Micro Film copies al	's birth.		of a child were
40 10 5 10	l a Boost Code C		la v.l
1 Record Series Format(s)	8. Record Series S		9. Volume
Letter Size 12 Microfilm	☑ Alphabetical		☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical		Number
☐ Bound Book ☐ Floppy Disk	Chronologi	cai	10. Annual Accumulation
☐ Audio Tape ☐ Video Tape	☐ Geographic	cál	☐ File Drawer(s)
☐ Other (specify)	☐ Other (spec	city)	☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)
M. File is Used ☐ Daily ☐ Weekly	☐ Monthly	12. File Becomes Inactive Afte	er Month(s) □ Year(s)
B. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No	
p. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements □ None □ State □ Federal □ Independent	
17 Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements Yes No		18. Recommended Retention ReTain permo Archives per micro Filmin	unently. Send to isdically after
1 40 0 4 11	Room Number Telephone Number		Date 9/28/00

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OHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form or each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE F 7275 W P JESSUP	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD O. BOX 275 MARYLAND 20794 10) 799-1379	PAGE OF	
Department/Agency	2. Office/Administra		3. Unit or Section	
DEPT OF HEALTH & MENTAL HYGIENE	Vital ST	atis iics	Division of Vital Records	
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes.	
H. Record Series Title # 1/ Burial Per	rmits		5. Earliest Year/Latest Year to	
Record Series Description (Briefly describe the types of	f information/docume	nts/forms found in the series. Ir	nclude the purpose or function of the series.)	
Since May 1997, electronic Formai		Permits have	been kept in an	
Prior To. 1997 1		its were NOT	retained in an	
re Trievable manne				
TO THE COURSE WASHE	, ,			
7 Record Series Format(s)	8. Record Series S	equence	9. Volume	
©∕Letter Size □ Microfilm	☐ Alphabetica	لد	☐ File Drawer(s) ☐ Microfilm Reel(s)	
🖸 Legal Size 💢 Computer Tape	□ Numerical		☐ Computer Tape(s) Number ☐ Other (specify)	
D Bound Book D Floppy Disk	☑ Chronological			
☐ Audio Tape ☐ Video Tape	☐ Geographic		10. Annual Accumulation ☐ File Drawer(s)	
Other (specify) Electronic Format	Other (specify)		☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)	
II. File is Used □ Daily □ Weekly	☐ Monthly	12. File Becomes Inactive Afte	er Month(s) □ Year(s)	
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No		
)5. Access Restrictions			16. Audit Requirements □ None □ State □ Federal □ Independent	
7 is an index System used? (If yes, explain briefly and describe any hardware/software requirements Yes No		18. Recommended Retention	ctronic File perman-	
	Room Number Telephone Number	į	9/28/00	

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DHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form or each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE F 7275 V P JESSUP	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD O.O. BOX 275 O. MARYLAND 20794 O.O. 799-1379	PAGE OF
. Department/Agency	2. Office/Administre	·	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vital ST	atis lics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	rds normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
4. Record Series Title # 12 Cer Ti FicaTa	Under	Seal	5. Earliest Year/Latest Year to
Record Series Description (Briefly describe the types of a Certificate of A Report of Legiti Affidavit of No 11 11 Other Certific	doption mation / A atural Po doudication	Fridavit of Na	Tural Father
7 Record Series Format(s)	8. Record Series S	equence	9. Volume
Letter Size Microfilm	☑ Alphabetical		☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical		☐ Computer Tape(s) Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☑ Chronological		
☐ Audio Tape ☐ Video Tape	☐ Geographi	cal	10. Annual Accumulation
☐ Other (specify)	☐ Other (specify)		☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)
11. File is Used 12 Daily ☐ Weekly	C Monthly	12. File Becomes inactive Aft Number	er Month(s) □ Year(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No	
i. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements □ None □ State	□ Federal □ Independent
Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements ☐ Yes ☐ No		18. Recommended Retention Retain per Archives p	rmanently. Sent to errodically.
	Room Number Telephone Number		9/28/00

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DHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form or each Record Series identified. Each Record Series nust also be listed on a Schedule. Forward all Records inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE OF
. Department/Agency	2. Office/Administra	•	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vital ST	atis lics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
#13 DVR Adminis	Trative	Forms	5. Earliest Year/Latest Year to
· Supplemental Report · Affidavit To Corr	lAmendment III TOF Caus ect or Ainge the No	r to Death Cert 11 Fetal Dea le of Death 1d Given Name t	ificate th Certificate
o ther Administration	1		
7 Record Series Format(s) Microfilm School Size School	8. Record Series Sequence		9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s)
☐ Legal Size ☐ Computer Tape	Chronologi	aal :	Number Other (specify)
☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	Chronological Geographical Other (specify)		10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)
it. File is Used □ Daily □ Weekly	☐ Monthly	12. File Becomes Inactive Afte	er Nonth(s) □ Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No	
js. Access Restrictions		16. Audit Requirements □ None □ State □ Federal □ Independent	
In Index System used? (If yes, explain briefly and describe any hardware/software requirements Yes No		months, destroy	maintain for 3-6 at after micro filme. netained perman-
	Room Number. Telephone Number	21.	9/28/00

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DHMH Instructions - Screen non-record materials and list separately. Type or print a separate Inventory form or each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE F 7275 W P JESSUP	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD O. BOX 275 , MARYLAND 20794 10) 799-1379	PAGE OF
Department/Agency	2. Office/Administra	· ·	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Viral ST	atis iics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
# 14 Applications	For Ceri	Ti Ficales	5. Earliest Year/Latest Year to
& Record Series Description (Briefly describe the types of			nclude the purpose or function of the series.)
Over-The Counter or	mout -In	•	
· Applica Tion For			_
• 11 11	a copy	y of a Deal	h Certificate
• // //	n = n	11 11 Mar	riagn 11
7 Record Series Format(s)	8. Record Series S	equence	9, Volume
Letter Size Microfilm	☐ Alphabetical ☐ Numerical ☑ Chronological		☐ File Drawer(s) ☐ Microfilm Reel(s)
□ Legal Size □ Computer Tape			☐ Computer Tape(s) Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk			, ,
. □ Audio Tape □ Video Tape	☐ Geographia	cal	10. Annual Accumulation
☐ Other (specify)	Other (specify)		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)
]1. File is Used ☐ Daily ☐ Weekly	☐ Monthly	12. File Becomes Inactive Afte	er Month(s) \(\sigma\) Year(s)
Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No	
)i. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements □ None □ State □ Federal □ Independent	
17 is an index System used? (If yes, explain briefly and describe any hardware/software requirements 1 Yes No		State Record Cen	DUR For six (b) months, after until Three (3) all audit requirements
George M. Baker II	Room Number Telephone Number	- (46) 764-3196	9/28/00

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HMH Instructions - Screen non-record materials and st separately. Type or print a separate inventory form or each Record Series Identified. Each Record Series nust also be listed on a Schedule. Forward all secords Inventory forms with the proposed Records letention Schedule (DGS 550-1) to the DHMH Records fanagement Officer thru your Records Coordinator.	STATE F 7275 W P JESSUP	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD .O. BOX 275 , MARYLAND 20794 10) 799-1379	AGENCY RECORDS INVENTORY PAGE OF	
. Department/Agency	2. Office/Administre	·	3. Unit or Section	
DEPT OF HEALTH & MENTAL HYGIENE	Vital St	atistics.	Division of Vital Records	
EFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes.	
Record Series Title			5. Earliest Year/Latest Year	
# 15 Administrat	ive Con	rrespondence	to	
. Record Series Description (Briefly describe the types	of information/docume	ents/forms found in the series. Ir	nclude the purpose or function of the series.)	
Hard copies of in	coming ar	ed outgoing le	TTen, Faxes, and	
other memos concer	ring Func	Tions OF DUR.	•	
•				
7 Record Series Format(s)	8. Record Series S	equence	9. Volume	
☑ Letter Size ☐ Microfilm		al .	☐ File Drawer(s) ☐ Microfilm Reel(s)	
☐ Legal Size ☐ Computer Tape	☐ Numerical © Chronological		☐ Computer Tape(s) Number ☐ Other (specify)	
☐ Bound Book ☐ Floppy Disk				
□ Audio Tape □ Video Tape	☐ Geographia	cal	10. Annual Accumulation	
☐ Other (specify)	D Other (spe	city)	☐ Microfilm Reel(s)	
			☐ Computer Tape(s) Number ☐ Other (specify)	
	<u> </u>	T		
II. File is Used. □ Weekly	☐ Monthly	12. File Becomes Inactive Afte	er Aonth(s) 🗆 Year(s)	
,		Number		
Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicat	ed Elsewhere?	
		(If yes, specify agency or office) ☐ Yes ☐ No		
Access Restrictions		16. Audit Requirements		
(ii 100, one carry) a rioganastrio		☐ None ☐ State	☐ Federal ☐ Independent	
17 is an index System used?		18. Recommended Retention		
(If yes, explain briefly and describe any hardware/software requirements		Non- Record R	cturned in office or stude	
☐ Yes ☐ No		Paris A	Torage For 3 years, Arn destroy.	
		P	or History File, retain or manently, send to Archive	
Name and Title of Preparer 20	. Room Number		eriudically.	
George M. Baker III		440) 764-3196	9/20/20	
Business Manager	Tareburgie Hournes	167-5176	1198100	
550-4 (DHMH Rev. 1998)				

DHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form for each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	STATE R 7275 W P. JESSUP,	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD O. BOX 275 MARYLAND 20794 10) 799-1379	AGENCY RECORDS INVENTORY PAGE OF
t. Department/Agency	2. Office/Administration	·	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vital St	atis lics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	rds normally filed and	dused as a unit for reference as	well as retention and disposition purposes.
#16 Accounting	Record	ر ا	5. Earliest Year/Latest Year to
& Record Series Description (Briefly describe the types of		_	nclude the purpose or function of the series.)
A. General/misc	Accoun	iling Records	_
B. Budget and	Managem	ent Records	
C. Purchasing	r Record) s	·
7 Record Series Format(s)	8. Record Series S	equence	9. Volume
	6. Record Series Sequence		File Drawer(s) Microfilm Reel(s)
□ Legal Size □ Computer Tape	□ Numerical		Computer Tape(s) Number □ Other (specify)
☐ Bound Book ☐ Floppy Disk	Chronologic	cal	, таппыя — — осня (вреслу)
☐ Audio Tape ☐ Video Tape	☐ Geographic		10. Annual Accumulation
Other (specify)	☐ Other (spec		File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number
11. File is Used Daily Weekly	Cl Monthly	12. File Becomes Inactive Afte	er Month(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No	
§. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements □ None □ State □ Federal □ Independent	
17 is an Index System used? (If yes, explain briefly and describe any hardware/software requirements Pes No		Five (5) years requirements	DUR For Arec (3) To until all Audit Fulfilled, Am
	Room Number Telephone Number	·	Date

DHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form for each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records	STATE R 7275 W P. JESSUP,	OF GENERAL SERVICES IECORDS CENTER VATERLOO ROAD O. BOX 275 MARYLAND 20794 10) 799-1379	AGENCY RECORDS INVENTORY PAGE OF
Management Officer thru your Records Coordinator. 1. Department/Agency	2. Office/Administration	tion/Division	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Vital St	atistics	Division of Vital Records
DEFINITION - RECORD SERIES - A group of related reco	rds normally filed and	used as a unit for reference as	well as retention and disposition purposes.
4. Record Series Title # 17 DVR HisTor	y File		5. Earliest Year/Latest Year to
& Record Series Description (Briefly describe the types of	f information/docume	nts/forms found in the series. Ir	nclude the purpose or function of the series.)
One copy of all Tation, reports, etc. Duk clippings, and other adminished of the Division or L	Rawards, publicity, strutive	photos, Certif Items screen records which	ed From correspond-
7 Record Series Format(s)	8. Record Series S	equence	9. Volume
☑ Letter Size ☐ Microfilm	☑ Alphabetica		☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical		Number
☐ Bound Book ☐ Floppy Disk	☑ Chronologic	cai	
☐ Audio Tape ☐ Video Tape	☐ Geographic	al	10. Annual Accumulation ☐ File Drawer(s)
Other (specify)	Other (specify) MIJC.		☐ Microfilm Real(s) ☐ Computer Tape(s) Number ☐ Other (specify)
1. File is Used 	☐ Monthly	12. File Becomes Inactive Afte	or Nonth(s) \(\textstyle \text{Year(s)}
73. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No	
If Access Restrictions		16. Audit Requirements □ None □ State □ Federal □ Independent	
17 Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements		18. Recommended Retention	
□ Yes □ No		Archives per	ermanently. Send to risdically.
Name and Title of Preparer George M. Bekty II Business Manager 5504 (DHMH Rev. 1998)		46) 764-3196	9/28/00

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