DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE # 2319

DEPARTMENT OF HEALTH & MENTAL HYGIENE
BOARD OF NURSING – Electrology Committee

Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions
1.	ELECTROLOGIST License Applications	Two (2) years
	Examinations	Retain permanently. Periodically transfer to State Archives.
	Renewal Applications	Two (2) years
2.	Register of ELECTROLOGISTS	Retain permanently. Periodically transfer to State Archives.
3.	Electrology Committee Meeting Minutes	Retain permanently. Periodically transfer to State Archives.

APPROVED BY: (DHMH Official) DATE: 9/1/04

SIGNATURE: Donna M Dorsey

NAME/TITLE: Donna Dorsey, Executive Director

AUTHORIZED BY: (STATE ARCHIVES) DATE: NOV 0 8 2004

SIGNATURE: Edward C. Papenfuse

NAME/TITLE :Edward C Papenfuse, Jr., STATE ARCHIVIST

DGS 550-1 (DHMH rev. 2002)
MH 2002)

DHMH Instructions -Make a list of all files. Determine whether each is non-record, record material or both. Group into Record Series. Prepare a separate inventory form for each Record Series identified. All Record Series are to be listed on a Schedule Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH Records 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

DHMH RECORDS INVENTORY

PAGE 1 OF 3

1. Department/Agency
DEPT OF HEALTH & MENTAL HYGIENE

2. Office/Administration/Board
BOARD OF NURSING

3. Division/Unit or Section
ELECTROLOGY COMMITTEE

DEFINITION - RECORD 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
Electrologist License Applications

5. Earliest Year/Latest Year
____ to ____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

a. Examinations - ENTER INTO DATABASE

b. Renewal applications - ENTER INTO DATABASE

7. Record Series Format(s) List all

Paper:
[] Letter Size
[] Legal Size
[] Rolls ___[]
[] Bound Book
[] Card ___x___ [] Other (specify)_____

Film / tape:
[] Film/Slides (35mm, etc)
[] Microfilm/ Microfiche
[] Audio Tape
[] Video Tape

Electronic:
[] Kept on Hard Drive
[] Computer Tape
[] Floppy Disk
[] CD,DVD,etc

8. Record Series Sequence
[] Alphabetical
[] Numerical
[] Chronological
[] Geographical
[] Other (specify) _____

9. Volume
_____ Number
[] File Drawer(s)
[] Microfilm Reel(s)
[] Computer Tape(s)
[] Other (specify)

10. Annual Accumulation
_____ Number
[] File Drawer(s)
[] Microfilm Reel(s)
[] Computer Tape(s)
[] Other (specify)

11. File is Used [] Daily [] Weekly [] Monthly [] Annually

12. File Becomes Inactive After _____ Number [] Month(s) [] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Board of Nursing –Reisterstown Road Plaza Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
[] Yes X No Agency/ Format_____

15. Privacy / Access Restrictions [] Yes [] No
[] Personal [] Medical [] Proprietary [] Classified [] Other _____
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements [] None X Internal [] OIG [] Legislative [] Federal [] Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
[] Yes [] No _____

18. Recommended Retention: In Office And In Storage (Each Format)
a. Retain permanently
b. Retain two years, then destroy -

19. Name and Title of Preparer
Tom Kravitz, DHMH Records Officer
E-mail address: kravitzt@dhmh.state.md.us

20. Location: 201 West Preston St Baltiimore MD 21201
Telephone Number# 410 767-5934 Room # 540 A

21. Date
September 29, 2004

S 550-4 (DHMH Rev. 2002)

DHMH Instructions -Make a list of all files. Determine whether each is non-record, record material or both. Group into Record Series. Prepare a separate inventory form for each Record Series identified. All Record Series are to be listed on a Schedule Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH Records Officer thru your Records Coordinator.

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DEFINITION - RECORD 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
Registers of Electrologists

5. Earliest Year/Latest Year
____ to ____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

7. Record Series Format(s) List all

Paper:
- [] Letter Size
- [] Legal Size
- [] Rolls ___[]
- [] Bound Book
- [] Card __x__ [] Other (specify)_____

Film / tape:
- [] Film/Slides (35mm, etc)
- [] Microfilm/ Microfiche
- [] Audio Tape
- [] Video Tape

Electronic:
- [] Kept on Hard Drive
- [] Computer Tape
- [] Floppy Disk
- [] CD,DVD,etc

8. Record Series Sequence
- [] Alphabetical
- [] Numerical
- [] Chronological
- [] Geographical
- [] Other (specify) _____

9. Volume
_____ Number
- [] File Drawer(s)
- [] Microfilm Reel(s)
- [] Computer Tape(s)
- [] Other (specify)

10. Annual Accumulation
_____ Number
- [] File Drawer(s)
- [] Microfilm Reel(s)
- [] Computer Tape(s)
- [] Other (specify)

11. File is Used [] Daily [] Weekly [] Monthly [] Annually

12. File Becomes Inactive After _____ Number [] Month(s) [] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Board of Nursing –Reisterstown Road Plaza Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
[] Yes X No Agency/ Format_____

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17. Is an Index System used? If yes, explain briefly and describe requirements
[] Yes [] No _____

18. Recommended Retention: In Office And In Storage (Each Format)
Permanent.

19. Name and Title of Preparer
Tom Kravitz, DHMH Records Officer
E-mail address: kravitzt@dhmh.state.md.us

20. Location: 201 West Preston St Baltiimore MD 21201
Telephone Number# 410 767-5934 Room # 540 A

21. Date
September 29, 2004

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ELECTROLOGY COMMITTEE

DEFINITION - RECORD 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
ELECTROLOGY COMMITTEE MEETING MINUTES

5. Earliest Year/Latest Year
____ to ____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Recordings or transcripts of proceedings at meetings

7. Record Series Format(s) List all

Paper:
- [ ] Letter Size
- [ ] Legal Size
- [ ] Rolls ___[ ]
- [ ] Bound Book
- [ ] Card ___x___ [ ] Other (specify)_____

Film / tape:
- [ ] Film/Slides (35mm, etc)
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