	DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER SCHEDULE # 2376					
R	RECORDS RETENTION AND DISPOSAL SCHEDULE					
	DEPARTMENT OF HEALTH & MENTAL HYGIENE DEVELOPMENTAL DISABILITIES ADMINISTRATION (Regional and Headquarters Offices)					
	This schedule supersedes Schedules 8 apply to DDA Residential Facilities, wh					
	(REFER TO DHMH GENERAL ADMINISTRATIVE S	CHEDULE 2112 FOR ADMINISTRA	TIVE RECORDS).			
	Records Series /Description	Authorized Retention Pe	riod & Instructions			
	DDA REGIONAL OFFICES					
1	General Consumer Files - Eligibility documentation, service applications, psychological analysis, medical information, approval of funding, reportable incident reports, etc.	1 Maintain active consumer files information and updating as nece becomes inactive (dies, or is no lo resident of MD), move folder to in	ssary. When consumer onger considered a			
		Retain inactive files in office until storage until five (5) years old, the				
2.	 PASRR Database / Support Documentation Consumer demographics, location of nursing home and pertinent information, name of Resource Coordinator. (Data is added, changed or deleted on a continual basis, with periodic back ups and selective printouts of compilations and reports.) 	2 Retain all source documentation database until data accuracy is ver backed up, then destroy if no long subject to continual change, so it permanent. Destroy old back ups made, and store off site.	erified and the database is ger needed. Database is cannot be considered			
3	Provider/Agency Files Licenses, correspondence, evaluations, support documents of various DDA funded agencies,	3. Maintain active provider files, s necessary. When providers beco to inactive file in office and retain and then destroy.	me inactive, move folders			
4	Regional Fiscal/Budget Files Budgets, procurement, bid records, purchase receipts, credit card logs, RFP's, consumer's services funding plan, approved allocated DDA funding per consumer, fiscal reports, spreadsheets, correspondence, etc. (HIPAA applies)	4. Maintain active program fiscal folders, updating as necessary. F office three (3) years or until all au Transfer to storage until five (5) ye	Retain inactive folders in udit requirements are met.			
5.	Regional Training Service Files Staff training, class schedules, event coordination, etc.	5. Maintain files, updating as nee inactive files in office for three (3) storage until five (5) years,old, the	years. Transfer to			
	ROVED BY: (DHMH Official) DATE: JAN 2 0 2006	AUTHORIZED BY: (ARCHIVES Offic				
Sign/ Name	ATURE: Diane Coughlin, Director, DDA	SIGNATURE: Surand C. NAME/TITLE: EDWARD C PAPENE	USE JR, State Archivist			

:

ċ

DGS 550-1 (DHMH rev 2005)

Ē	DEPARTMENT OF GENERAL SERVICES-STATE RE	CORDS CENTER	SCHEDULE #				
	2376						
R	ECORDS RETENTION AND DISPOS	SAL SCHEDULE	PAGE 2 OF 3				
	DEPARTMENT OF HEALTH & MENTAL HYGIENE						
	DEVELOPMENTAL DISABILI (Regional and Headqu		ON				
	Records Series /Description	Authorized Retention F	Period & Instructions				
	DDA HEADQUARTERS OFFICES		·····				
			·				
6	DDA FISCAL SERVICES DDA PROVIDER CONTRACTS- Three-year contracts with renewal options for group homes, activity centers, and associations for developmentally disabled citizens, alternative living units, large and small residential centers, etc. Files include evaluations, contracts (grants), licenses, correspondence, and related materials for each provider. Copy also maintained on hard drive.	6. Upon completion of contr for five (5) years or until all a been met, Destroy following requirements have been me	udit requirements have verification that all				
7	FINANCIAL AND ACCOUNTING RECORDS Non-administrative, program-related files including journal entries, cash receipt logs, requisitions, purchasing receipts, equipment invoices, credit card logs, advances and expedited payments, audit services, special programs finance records, etc. Copies of region accounting reports.	 Set up annual folders by folders in office for three (3) requirements are met. Trans (5) years old, then destroy at requirements have been met 	years or until all audit sfer to storage until five fter verification that all				
8	OPERATIONS MANAGEMENT SUBJECT FILES Including regulation and policy coordination, emergency planning, Information technology, human resources, etc.	8. Retain current information to inactive file when no longe file in office for three (3) year five (5) years old, then destru	er used. Retain inactive rs; transfer to storage until				
9	PCIS2 Database – interactive web-based database providing consumer information requirements, client and provider information, used to generate invoices and as a management tool.	9. Database is continually u source documentation until n up off site.					
10	INFORMAL HEARINGS Case files including correspondence, documentation, etc	10. Retain in office for three requirements are met, then t files are six (6) years old, the	ransfer to storage until				
11	DDA PROGRAM SERVICES QUALITY ASSURANCE FILES Includes agency quality assurance plans, mortality reports, mortality review committee files, agency sanctions and settlement agreements, other QA elated projects. Agency deficiency report, Resource coordination Files.	11. Maintain active QA files i needed. Retain inactive files requirements are met, then t files are six (6) years old, the	in office until all audit ransfer to storage until				
	ъ1 (DHMH геу 2005)						

	DEPARTMENT OF GENERAL SERVICES-STATE	RECORDS CENTER	SCHEDULE # 2376
R	ECORDS RETENTION AND DISPO	SAL SCHEDULE	PAGE 3 OF 3
	DEPARTMENT OF HEALT	H & MENTAL HYGIEN	IE
	DEVELOPMENTAL DISABI	LITIES ADMINISTRAT	ON
	(Regional and Head	•	
	Records Series /Description	Authorized Retention Pe	eriod & Instructions
	DDA PROGRAMS SERVICES		<u></u>
12	SPECIAL POPULATIONS	12	1. 1. 11. 1. 1. 1. 1. 1.
	a. Forensic Services Files	a. Maintain files, updating as ne	
	Including court-orders, charging documentation, screening reports, psychiatric or psychological	dies or is no longer considered inactive files in office for five (5)	
	evaluations, Conditional release and pretrial release	then destroy	years and until addited,
	documents , Interagency Forensic Services		
	b. Aging Services Program	b. Maintain files, updating as ne	eded, until inactive (dies
	Screening reports, psychiatric / psychological	or is no longer considered a res	
	evaluations,	inactive files for six (6) years, th	
	c. Childrens Services Program Files	c. Maintain files, updating as ne	eded, until inactive.
	including resource coordination contract, contract	Retain inactive files in office for	
	monitor files, etc	audited, then destroy.	
	d. Affiliated Committees, Boards, Task Forces, etc	d. Screen files periodically, rem	
	Reports, copies of minutes, communications, and other	record information that is obsole	
	information for affiliated groups related to programs.	Maintain correspondence and r	
	(Md. Traumatic Brain Injury Board, Interagency	years or until no longer needed	, then destroy.
	Forensic Services, Multi-Agency Review Team, Md		
	Caregivers Support & Coordinating Council, Md Respite Care Coalition, Md Out-of-home Placement		
	Legislative Workgroup,		
3	DDA TRAINING SERVICES	13. Maintain files, updating as r	eeded, until inactive.
	Includes service coordination training, DDA HQ and	Retain inactive files in office for	
	regional staff training, event s coordination, Training	to storage until five (5) years,old	
	Advisory Committee records, etc		•
4	DDA HOUSING SERVICES- includes Housing Policy	14. Maintain files, updating as n	
	Committee files, Governor's Housing Commission	Retain inactive files in office for	
	records, CSLA 248 Forms, Group Home Loan	audited then transfer to storage	until inactive for six (6)
	requesrs, HUD 811's, DHMH Community Bonds, etc.	years, then destroy.	
5	STATEWIDE COORDINATOR FOR TRANSITION	15. Screen files periodically, rer	noving and destroying
	AND EMPLOYMENT SERVICES	non-record information that is o	
	Committee/task force files, case files for transitioning	needed. Maintain corresponder	
	youth, supported employment, assistive technology,	three (3) years or until no longe	needed, then destroy.
	transportation, out-of-state placements, etc.		
6	DDA STATE & FEDERAL RELATIONS	16. Retain active files until legis	lation/ regulations are
5	STATE/FEDERAL LIAISON SERVICES -Legislation Files, Regulation Development Files, etc	adopted. Screen files, removing	
		non-essential working papers, F	
		legislation / regulation is no long	
7.	MEDICAID Waiver Files	17. Maintain files, updating as n	eeded, until inactive
		(client dies or is no longer consi	
		Retain inactive files in office for	
		ويتعلقهم والمتعاقبة المعالمين	
		audited, then destroy.	

DGS 550-1 (DHMH rev 2005)

Definition data is if if the power with each interment ment manual shared at the control research to the interment interment interment the control research to the interment interment interment interment the control research to the interment interment interment the control research to the interment interment interment interment the control research to the interment interment interment interment interment interment interment interm			· .		
DEPT OF HEAL TH & MENTAL HYGENE Developmental Disabilities Administration Description DEPT OF HEAL TH & MENTAL HYGENE Developmental Disabilities Administration A factor description process. A factor Status The Construmer Files/Office Operating Files/Provider Agency Files/Employee Working Files A factor version of the set of monotone of the set of	Dept Or HEALTH & MENTAL HYGRENE Developmental Disabilities Administration Destinguishing of the disabilities administration DEPKING- RECORD BERGE - A grage of index records notifiely (bit disabilities administration 5 Earlies (Consumer Files) 5 Earlies (Consumer Files) Consumer Files - service application/psychological analysis/mation barries barries to the service. 5 Earlies (Consumer Files) 5 Earlies (Consumer Files) 5 Earlies (Consumer Files) - Consumer Files - service application/psychological analysis/mation inclusion information (container files) petalining to the service) 5 Earlies (Consumer files) 5 Ear	material or both. Group into Record Series. Prepare a separate inventory form for e Record Series identified. All Record Series are to be listed on a Schedule Form. Fo all Records inventory forms with the proposed Schedule form (DGS 550-1) to the D	ach Si orward i HMH	ATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 SSUP, MARYLAND 20794	1,2,345,17
CERNITION - RECERD SETTER - A group of index issues normaly find und used as a unit for inference as well as networks and discottion puppers. 4. Record base that This Consumer Files/Office Operating Files/Provider Agency Files/Employees Working Files 6. Record base based to consumer to information/septones of tunking of the series. 7. Consumer files - service application/seychological analysis/medical Information/septonal of funding 7. PASRR Database - Consumer demographics/information, location of Nursing home & pertilent information, Name of Resource Coordinator 7. PASRR Database - Consumer demographics/information, location of Nursing home & pertilent information, Name of Resource Coordinator 7. PASRR Database - Consumer demographics/information, location of Nursing home & pertilent information, Name of Resource Coordinator 7. PASRR Database - Consumer demographics/information, location of Nursing home & pertilents information, invoices of operational cost 7. Stafe Recent Stafe Agency Files - Correspondence pertaining to procedures and building information, invoices of operational cost 7. Provide Agency Files, demographics & various information pertaining to the holdy Center and other related SRC's 7. Provide Agency Files, demographics & various information pertaining to and that related SRC's 7. Provide Agency Files, demographics & various information pertaining to and that related SRC's 7. Provide Agency Files, demographics & various information pertaining to and that related SRC's 7. Record base formation, target and the related SRC's 7. Record base formation, target and the related SRC is 7. Record base formation, target and the related SRC's 7. Record base formation formation (ASRR Date) 7. Record base formation formation (ASRR Date) 7. Record base formation formation (SRR Date) 7. Record base formation form formation 7. Record base formation formation (ASRR Date) 7. Record base formation formation (SRR Date) 7. Record base formation formation (SRR Date) 7. Record base formation	PERMITIAN INCOME DERIES - A gray of instantiations nomely fast at use for interve as well as needed and disputition purposes. A Record Series Take A Record Series Take Consumer Files - Series application/psychological analysis/medical information/approval of funding PASER Database - Consumer demographics/information, location of Nursing home & pertining to consumer(s). PASER Database - Consumer demographics/information, location of Nursing home & pertining to consumer(s). PASER Database - Consumer demographics/information, location of Nursing home & pertining to consumer(s). PASER Database - Consumer demographics/information, location of Nursing home & pertining to consumer(s). PASER Database - Consumer demographics/information, location of Nursing session conductes y efficience Coordinator PASER Database - Consumer demographics/information, location of Nursing session conductes y efficience coordinator PASER Database - Consumer demographics/information, location of Nursing session conductes y efficience coordinator Pase demographics & various information pertaining to the related SRC's PASER Database - Consumer demographics & various information pertaining to the related SRC's PASER Database - Consumer demographics & various information pertaining to the Nursed State	1. Department/Agency	2. Office/Administration/	Board	3. Division/Unit or Section
ERMITION - RECORD SERIES - A gray of matural tensors namely, tied not used as a ufit for informed as a valid as reaction and departing paperses. Record Series Tries Coffice Operating Files/Provider Agency Files/Employee Working Files Consumer files - service application/sprychological analysis/medical information/spryceval of funding PASER Database - consumer demographics/information, location of Nursing home & perfundin information, name of Resource Coordinator PASER Database - correspondence perfaining to concellations, information, invoices of operational cost Safe Resolution of the information on each training sassion conducted, verification of forms Office Operating Files/Office Agency Files/Employee Working files PASER Database - correspondence perfaining to procedures and building information, invoices of operational cost Safe Resolution forms Office Operating Files/Office Agency Files/Employee Various information, invoices of operational cost Safe Resolution Consumer (Second Pagency Files/Employee) Various correspondence perfaining to concelures and building information, invoices of operational cost Safe Resolution Consumer (Second Pagency Files/Employee) Provide Agency Files - Correspondence perfaining to the Holy Center and other related SRC's Safe Resolution Consumer (Second Pagency Files/Employee's daily usage Record Series Provide) Report the Compace Training to procedures and building information, invoices of operational cost Safe Report Files/Office (NARR Data) Report test to a file framewoin Report test to a file framewoi	PERMIT-DN - RECORD GENER - A grap of initial monitor isometry flad and used as a set for information and dispatition purposes. Record Series Files/Office Operating Files/Provider Agency Files/Employee Working Files Consumer Files - service application/psychological analysis/medical information/approval of funding Reportable Consumer Indenti- information concerning services include the parpose or funding Reportable Consumer Indentifies - information concerning services include the parpose or funding information gession conducters of the main gession includes in gession conducters of the service of operational cost State Resolution: - correspondence pertaining to or formation, include a during regularis/applications; information in on each training gession conducters of operational cost State Resolution: Correspondence pertaining to a funding regularis/applications; information, involves of operational cost State Resolution: Correspondence pertaining to a funding regularis/applications; information, involves of operational cost State Resolution: Correspondence pertaining to a funding regularis/applications; information, involves of operational cost State Resolution: Correspondence pertaining to a funding regularis/applications; information, involves of operational cost State Resolution: Correspondence and materials pertaining to employee's daily usage Record State Resolution: Correspondence and materials pertaining to employee is daily usage Record State Resolution: Correspondence Record State Resolution: Correspondence Record State Report Resolution: Correspondence Resolution Record State Resolution: Correspondence Record State Report Resolution: Record State Resolution Record State Record State Record Record State Record State Record Record State Record Resolution: Record State Record Record State Record Resolution: Record Resolution Record State Record Resolution: Record Resolution Record State Record Resolution: Record Resolution: Record Resolution: Record Resolution Record Resolution: Record Resolution R	DEPT OF HEALTH & MENTAL HYGIENE	Developmental [Disabilities Administration	Building there Regional Office
Consume Files/Office Operating Files/Provider Agency Files/Employee Working Files MAIn 32005 Aread Sets Decoded (Med) Agency Files/Employee Working Files Main 32005 Aread Sets Decoded (Med) Agency Files/Employee Working Files Consumer files - service application/psychological analysis/medical information/approval of funding Report Sets Decoded (Med) Agency Files/Employee Working Files Consumer files - service application/psychological analysis/medical information/approval of funding PASIR Database - Consumer demographics/Information, location of Nursing home & Pertinent information, Name of Resource Coordinator Files/Employee Working Files/Employee Working Sets Database - Consumer demographics/Information, involces of operational cost State Residential Center - correspondence pertaining to the Holy Center and their feletad SRC's - Generating Sets Database - Consumer demographics & Various Information (Involces of operational cost State Residential Center - correspondence pertaining to the Holy Center and their feletad SRC's - Kande Sets Sequence X Residential Set Files/Employee's daily usage Record Setes Sequence X Aphabatell r Meends X Aphabatell r Meends Record Setes Sequence r Meends r Meends r Meends N Record Setes Department Record Setes Sequence r Meends r Meends r Meends N Record Setes Departmeent N Record Setes Department	Consumer Files/Office Operating Files/Provider Agency Files/Employee Working Files Manual State Description (Bedy Gambie Name of Resource Scatter Scat				
Consumer files – service application/psychological analysis/medical information/approval of funding Reportable Consumer incidents – information concerning serious incidents pertaining to consumer(s). Reported from various Provider agencies PASRR Database – Consumer demographics information incidents on each training sectors income pertaining to provider agencies State Residential Center – correspondence pertaining to protectimes and butter related SRC's State Residential Center – correspondence pertaining to protectimes and butter related SRC's State Residential Center – correspondence pertaining to protectimes and butter related SRC's State Residential Center – correspondence information protectimes and butter related SRC's State Residential Center – correspondence information protectimes and butter related SRC's State Residential Center – correspondence information protectimes and supporting documents of various DDA funded agencies Various correspondence and materials partaining to employee's daily usage	Consumer files – service application/psychological analysis/medical information concerning serious incidents pertaining to consumer(s). Reported from various Provider agencies PASR Database – consumer demographics frommation increation of Nursing home & pertinent information, Name of Resource Coordinator <u>Informatility Catenase</u> – consumer demographics/information increation of Nursing home & pertinent information, Invoices of operational cost State Residential Center – correspondence pertaining to the Holy Center and other related SRC's <u>Temperture Files</u> – correspondence pertaining to the Holy Center and other related SRC's <u>Temperture Files</u> – correspondence pertaining to the fold cannot be addited agencies Various correspondence and materials pertaining to diverse addition of temperture Y file Drevel() <u>Temperture Files</u> – correspondence pertaining to the moloyee's daily usage	Consumer Files/Office Operating Files/Provider Agency			
Paper: Film / tape: Electronic: X Applebelical X Applebelical X Film / tape: X X Film / tape: X Film / tape: X Film / tape: X Film / tape: X	Paper: Film / face: Dectorate: X Aphabetical X Aphabetical Charm, etc. Computer Tape Number Number <td< td=""><td> Reportable Consumer Incidents – information PASRR Database – Consumer demographics Training Elise – cost of training; staff training r Office Operating Files – correspondence perta State Residential Center – correspondence per Personnel Elise – demographics & various info Provider Agency Files – licenses and supporting </td><td>concerning serious incide k/information; location of N requests/applications; info aining to procedures and t ataining to the Holly Cente formation pertaining to offic ng documents of various I</td><td>nts pertaining to consumer(s). Re ursing home & pertinent information rmation on each training session of puilding information, invoices of op- er and other related SRC's se staff DDA funded agencies</td><td>on; Name of Resource Coordinator conducted; verification of forms</td></td<>	 Reportable Consumer Incidents – information PASRR Database – Consumer demographics Training Elise – cost of training; staff training r Office Operating Files – correspondence perta State Residential Center – correspondence per Personnel Elise – demographics & various info Provider Agency Files – licenses and supporting 	concerning serious incide k/information; location of N requests/applications; info aining to procedures and t ataining to the Holly Cente formation pertaining to offic ng documents of various I	nts pertaining to consumer(s). Re ursing home & pertinent information rmation on each training session of puilding information, invoices of op- er and other related SRC's se staff DDA funded agencies	on; Name of Resource Coordinator conducted; verification of forms
I Leter Size Film/States Klept on Hard Drive (PASRR Data) X Aphabetical A Hie Different (Biocomparent Tape (Biocomparent Tape)) X Legal Size I Microfilm (Edit) Comparent Tape I Numerical BDDTOX_TO_Comparent Tape) Rode	I Letter Size FT#mSdate X kept on Hard Drive (PASRR Data) X Aphabetical A Aphabetical X Legal Size I Monthling Computer Tape I Monthling September 1 X Legal Size I Monthling Computer Tape X Aphabetical I Monthling Rode		8. Record Series Seque	 лсе	
X Legal Size F Munetical Aurober Topoputer Tape Munching Γ Numerical Marrow Trade Tape F Floppy Disk Connotogical/PASRR Data & Training files) 10. Aurober To Coher (specify) 1 Board Book T Other (specify) 10. Aurober To Coher (specify) 10. Aurober To Coher (specify) 1 Files Used X Daily F Monthly F Annualty 12. File Becomes Inactive After N/A N/A Computer (specify) 1. Files Used X Daily F Monthly F Annualty 12. File Becomes Inactive After N/A F Monthly F Annualty 14. Is Record Series Duplicated Elsewhere? (if yes, specify spency or office.) 3. Current Location(#) (Bidg, Roor, Room) 14. Is Record Series Duplicated Elsewhere? (if yes, specify spency or office.) F Yes X No Agency/ Format	X Legal Size F Munorities Computer Tape Munorities I Number Consultant Tape(s) Munorities F Audo Tape F Poppy Disk X Connoisgicas(PASRR Data & Training files) 10. Annual Accumulation F Bio Data T Other (specify) I F Geographical F Geographical I F Current Location(4) C Monthly F Annualty 12. File Bocomes Inactive After M/A I Monther F Monthly S. Driver(3) Current Location(4) (Bkg., Boor, Room) 14. Is Record Seties Dipticated Elsewhere? If yes, specify sgency or office.) S. Orneast Indexist(4) F Poppetary F Statements F None F Interval Y res, child and the file of Proparter Consumers I State of States Consumer, SRC files and Office operar S. Phaney / Access restatives 20. Loceator: Develop. Disabilities Admin., Eastern Shore 21. Data T Yee X No Consumer, SRC files and Office operar 20. Loceator: Develop. Disabilities Admin., Eastern Shore 21. Data Manne and Tile of Proparter 20. Loceator: Develop. Disabilities Admin., Eastern Shore 21. Data Telephone Numbers: 410-334-6920 Room s 21. Data	T Letter Size T Film/Sildes X Kept on Hard Drive (PASRR Data)	X Aphabetical		
Microthove FRodea FAulto Tepo F Proppy Disk X Chronologics(PASRR Data & Training files) 10. Annual Accumulation F Rodea F Video Tepo F Proppy Disk F Geographical 10. Annual Accumulation F Rodea F Other (specify) F Geographical 10. Annual Accumulation F Rodea F Other (specify) F Geographical IVA F Rodea F Other (specify) 12. File Becomes Inactive After N/A_Number F Monthly A. File Is Used X Daily F Workly Access Restrictions F Monthly S. Ornect Location(a) (Bidg, Roor, Room) 14. Is Record Series Diplicated Elsewhere? (if yes, specify agency or office.) S. Physey / Access Restrictions X Yes F No F Peasonal T Medical F Proprietary F Classified F Coper <u>HIPAA regulations</u> 16. Audil Regatements F None Y Yes, cite Law(9) & Regulation(s) T State Records 18. Recommended Retention: in Office And in Storage (Each Format) Y Yes X No	Microlitize Floade Tage F Floapy Disk X Chronologicat/PASRR Data & Training files) 10. Annual Accumutation F Rober F Rober Tytes F CD_DVD,etc F Geographical 10. Annual Accumutation F Rober F Other (specify) F Other (specify) 10. Annual Accumutation F Rober F Other (specify) F Bio Denviro) F Microlition F Rober F Other (specify) 12. File Becomes Inactive After N/A F Month(s) Aumber F Other (specify) 12. File Becomes Inactive After N/A F Month(s) S. Ornext Location(s) (Bidg, Roor, Room) 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) S. Physicy / Access Restrictions X yes r No F No F HeapMarket F Geographical S. Physicy / Access Restriction(s) Yes, are Law(s) & Regulation(s) F HeapMarket F Legislative r F Federal F Internal S. Physicy / Access Restriction(s) Yes, are Law(s) & Regulation(s) If & Audi Regulments F No F Internal F Other T has hidex System used? If yes, explain bidity and describe regulations If & Recommended Reterition: In Office For 3 years; transfer to State Recoon Center for 3 years; and destroy. Consumer, SRC files and Office	V	Γ Numerical		
Flound Book F Video Tape F CD,DVD,etc F Geographical III. Annual Accumation F Geographical F Other (specify) III. Annual Accumation F File Diverc(s) F Read X Daily F Weekly F Monthly Computer Tape(s) File Is Used X Daily F Weekly F Monthly F Annual Carrent Location(s) (Bidg, Roor, Room) 12. File Becomes factore Atter Number F Weekly S00 Riverside Dr., Salisbury, MD If Regulations F Ves. X No Agency Format	F. Bound Book I Video Tape I CDUDD,etc I Geographical I Geographical I Micrail Accumutation I Card I Other (specify) I Control (specify) I Control (specify) I Micrail Accumutation File Is Used X Daily I Weekty I Monthly I Annually I File Becomes Inactive After N/A Number I Month(s) . File Is Used X Daily I Weekty I Monthly I Annually I File Becomes Inactive After N/A Number I Month(s) . Current Location(s) (Eldg., Floor, Room) I & Is Record Series Duplicated Ebewhere? If yes, specify gency or office.) I function 500 Riverside Dr., Salisbury, MD I Yes Yes No Agencyl Format	Microfiche		ASRR Data & Training files)	
I CardY_ Coher (specify) I Other (specify) N/A Computer Tape(s) Number I. File is Used X Daily I Weekly I Monthly I Monthly I. File is Used X Daily I Weekly I Monthly I Monthly B. Current Location(s) (Eldg., Floor, Room) 12. File Becomes Inactive After I Monthly I Monthly B. Current Location(s) (Eldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 500 Riverside Dr., Salisbury, MD I S. Privacy / Access Restrictions X yes I No Presonal T Medical I Proprietary I Classified Tother HIPAA regulations I S. Audil Regulative I Independent 7. Is an Index System used? If yes, explain bidefly and describe requirements I S. Recommended Retention: In Office for 3 years, transfer to State Records Center for 3 years and destroy. Consumer, SRC files and Office operating records retained permanently. 9. None and Tills of Preparer 20. Location: Develop. Disabilities Admin., Eastern Shore 21. Date Debble Adkins, Admin. Officer 20. Location: Develop. Disabilities Admin., Eastern Shore 21. Date E-mail eddress: adklinbd@dhmh.state.md.us 410-334-6920 Room #	I CardY F Other (specify) I Other (specify) N/A Computer Tape(s) I. File is Used X Daily F Monthly F Monthly F Monthly A. Current Location(s) (Eldg., Floor, Room) 12. File Becomes Inactive After I/A In Monthly B. Current Location(s) (Eldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (f yes, specify agency or office.) J. Privacy / Access Restrictions X yes I No F Yes No Agency/ Format			• • •	Γ File Drawer(s)
Number Γ Year(s) 3. Current Location(s) (Eidg, Floor, Room) 3. Current Location(s) (Eidg, Floor, Room) 500 Riverside Dr., Salisbury, MD 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 500 Riverside Dr., Salisbury, MD Γ Yes X No Agency/ Format	Number r Year(s) Number r Year(s) A. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) 500 Riverside Dr., Salisbury, MD r Yes X No Agency/ Format	r Card r Other (specify)	Γ Other (specify) _		N/A Computer Tape(s)
500 Riverside Dr., Salisbury, MD Γ Yes X No Agency/ Format 5. Privacy / Access Restrictions X Yes Γ No Γ Yes X No Agency/ Format 16. Audit Requirements Γ Yes X No Agency/ Format 10. Audit Requirements Γ Yes X No Agency/ Format 10. Audit Requirements Γ Yes X No Agency/ Format 10. Audit Requirements Γ Yes X No Agency/ Format 10. Audit Requirements Γ Yes X No Agency/ Format 10. Audit Requirements 7. Is an index System used? If yes, explain briefly and describe requirements 18. Recommended Retention: In Office And in Storage (Each Format) Upon inactive status - retain in office for 3 years, transfer to State Records Center for 3 years and destroy. Consumer, SRC files and Office operating records retained permanently. 9. Name and Title of Preparer Debble Adkins, Admin. Officer 20. Location: Develop. Disabilities Admin., Eastern Shore 21. Date Freall eddress: adkinsd@dhmh.state.md.us 20. Location: Develop. Disabilities Admin., Eastern Shore April 25, 2005	500 Riverside Dr., Salisbury, MD Г Yes X No Agency/ Format 5: Privacy / Access Restrictions X Yes r No 7: Personal T Medical I Proprietary r Classified rother <u>HIPAA regulations</u> 16: Audit Requirements r None r Internal r OlG X Legislative r Federal r Independent 7: Is an index System used? If yes, explain briefly and describe requirements 18: Recommended Reteration: in Office And in Storage (Each Format) 9: Name and Title of Preparer Debble Adkins, Admin. Officer 20. Location: Develop. Disabilities Admin., Eastern Shore 21. Date 6: Numbers: adkinsd@dhmh.state.md.us 20. Location: Develop. Disabilities Admin., Eastern Shore 21. Date	1. File is Used Χ Daily Γ Weekly Γ Monthly Γ Annually	••••••••••••••••••••••••••••••••••••••		
500 Riverside Dr., Salisbury, MD Γ Yes X No Agency/Format	500 Riverside Dr., Salisbury, MD Γ Yes X No Agency/ Format	3. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere?	(If yes, specify agency or office.)
X Legislative C Federal C Independent Yes, cite Law(s) & Regulation(s) X Legislative C Federal C Independent X. Is an index System used? If yes, explain briefly and describe requirements 18. Recommended Retention: in Office And in Storage (Each Format) Yes X No Upon inactive status - retain in office for 3 years, transfer to State Records Center for 3 years and destroy. Consumer, SRC files and Office operating records retained permanently. 20. Location: Develop. Disabilities Admin., Eastern Shore 21. Date April 25, 2005 Telephone Number# 410-334-6920 Room # April 25, 2005	A mean mean mean mean mean mean mean mean	500 Riverside Dr., Salisbury, MD			·····
If Yes X No Upon inactive status - retain in office for 3 years, transfer to State Records Center for 3 years and destroy. Consumer, SRC files and Office operating records retained permanently. 9. Name and Title of Preparer Debbie Adkins, Admin. Officer 20. Location: Develop. Disabilities Admin., Eastern Shore 21. Date E-mail address: adkinsd@dhmh.state.md.us Telephone Number# 410-334-6920 Room # 21. Date	If Yes X No Upon inactive status - retain in office for 3 years, transfer to State Records Center for 3 years and destroy. Consumer, SRC files and Office operative records retained permanently. 9. Name and Title of Preparer Debble Adkins, Admin. Officer 20. Location: Develop. Disabilities Admin., Eastern Shore 21. Date E-mail eddress: adkinsd@dhmh.state.md.us Telephone Number# 410-334-6920 Room # 21. Date	Personal I Medical I Proprietary I Classified Fother HIPAA regul	lations	1	
Debbie Adkins, Admin. Officer 20. Location: Develop: Disabilities Admin., Eastern Shore April 25, 2005 E-mail eddress: adkinsd@dhmh.state.md.us Telephone Number# 410-334-6920 Room #	Debbie Adkins, Admin. Officer 20. Location: Develop. Disabilities Admin., Eastern Shore April 25, 2005 E-mail eddress: adkinsd@dhmh.state.md.us Telephone Number# 410-334-6920 Room #			Upon inactive status - retain in Center for 3 years and destroy.	office for 3 years, transfer to State Records
E-mail eddress: adkinsd@dhmh.state.md.us	E-mail eddress: adkinsd@dhmh.state.md.us	Debbie Adkins, Admin. Officer			
550-4 (DHMH Rev. 2002)	550-4 (DHMH Rev. 2002)				<u> </u>
		; 550-4 (DHMH Rev. 2002)			

<u>DHMH instructions</u> -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 eac Record Series Identified. All Record Series are to be listed on a Schedule Form. For all Records inventory forms with the proposed Schedule form (DGS 550-1) to the DH Records Officer thru your Records Coordinator.	ch ST ward 7 MH	MENT OF GENERAL SERVICES (ATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 (SSUP, MARYLAND 20794 (410) 789-1379		
1. Department/Agency	2. Office/Administration/	Board	3. Division/Unit or Section	
DEPT OF HEALTH & MENTAL HYGIENE	Developmental E	Disabilities Administration	- Regional Office	
DEFINITION - RECORD SERIES - A group of related records normally filed and used				
4. Record Series Title Fiscal/Budget Files			5. Earlest Year/Latest Year <u>N/A</u> to <u>2005</u>	
Record Series Description (Briefly describe the types of information/documents/for Fiscal Files – various budget correspondence; I Budget Files – Consumer's Service Funding Pl	reports, surveys, policies	and procedures, general correspon	dence	
•				
		•		
7. Record Series Format(s) List all Paper: Film / tape: Electronic; If Letter Size I Film/Sildes Kept on Hard Drive (35mm, etc)	8. Record Series Seque Alphabetical	ince	9. Volume X File Drawer(s) Approx, 40 r Microfilm Reek(s)	
X Legal Size T Microfilm/ T Computer Tape Microfilme	X Numerical		Computer Tape(s) Number I Other (specify)	
۲ Rolls ۲ Audio Tape ۲ Floppy Disk	Chronological		10. Annual Accumutation	
T Bound Book T Video Tape T CD, DVD, etc	r Geographical		X File Drawer(s)	
Γ Card Γ Other (specify)	Γ Other (specify) _		Γ Microfilm Reel(s) 4 Computer Tepe(s) Number Γ Other (specify)	
11. File is Used X Daily Γ Weekly Γ Monthly Γ Annually		12. File Becomes Inactive After <u>N/A</u> Number	Γ Month(s) Γ Year(s)	
13. Current Location(s) (Bidg., Floor, Room) 1500 Riverside Dr., Salisbury, MD		14. Is Record Series Duplicated Elsewhere? (f X Yes No Agency/Format_D[yes, specify agency or office.) DA H.Q./ Holly Center	
15. Privacy / Access Restrictions X Yes I No I Personal I Medical I Proprietary I Classified I Other <u>HIPAA regula</u> (If Yes, cite Law(s) & Regulation(s)	ations	16. Audit Requérements ΓΝοπε Γ X Legistative ΓFea	internal FOIG tenal Findependent	
17. Is an Index System used? If yes, explain briefly and describe requirements Γ Yes X No		18. Recommended Retention: In Office And In 1 Upon inactive status - retain in o Center for 5 years and destroy.	Storage (Each Format) Iffice for 3 years, transfer to State Records	
19. Name and Title of Preparer Debbie Adkins, Admin. Officer	-). Disabilities Admin., Eastern Shore	e 21. Date April 25, 2005	
E-mail address: adkinsd@dhmh.state.md.us	Telephone Number# 410-33	4-6920 Room#		

•

ب من				
<u>DHMH Instructions</u> -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.	STATE 7275	IT OF GENERAL SERVICES E RECORDS CENTER WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 (410) 799-1379	DHMH RECORDS INVENTORY	
1. Department/Agency		•	3. Division/Unit or Section	
DEPT OF HEALTH & MENTAL HYGIENE DEFINITION - RECORD SERIES - A group of re retention and disposition purposes.	elated records	normally filed and used	as a unit for reference as well as	
4. Record Series Title Item # 2B. Provider Contracts			5. Earliest Year/Latest Year FY-2003 to _2006	
6. Record Series Description (Briefly describe the types of series.) DDA Provider contracts are multi year (3 years with option developmentally disabled citizens, alternative living units licensing and contracts (grants) is maintained for each pr	n to re-new). The , large and small	se files include group homes, a	ctivity centers, and associations for	
Behavioral Support Residential Summer Programs Day Programs Family Support Services Individual Family Support Purchase of Care Supported Employment Community support services Case Management/Service Coordination	÷ .	\		
7. Record Series Format(s) List all Paper: Film / tape: Electronic: Γ Letter Size Γ Film/Slides Γ Kept on Hard Drive (35mm, etc) Γ Legal Size Γ Microfilm/ Γ Computer Tape Microfiche Γ Rolls ≅ Γ Audio Tape Γ Floppy Disk Γ Bound Book Γ Video Tape Γ CD,DVD,etc Γ Card Γ Other (specify)	8. Record Serie Γ Alphabe Γ Numeric Γ Chronole Γ Geograp Γ Other (s)	tical al ogical	9. Volume Γ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tape(s) Number Γ Other (specify) 10. Annual Accumulation Γ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tape(s) Number Γ Other (specify)	
11. File is Used Г Daily Г Weekly Г Monthly	Γ Annually	12. File Becomes Inactive Af	terΓ Month(s) Number Γ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency office.) Γ Yes Γ No Agency/ Format		
15. Privacy / Access Restrictions Γ Yes Γ No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements 厅 Legi Independent	Г None ГInternal ГОІG slative 0 Г Federal Г	
17. Is an Index System used? If yes, explain briefly and e requirements Г Yes Г No		Retain current year and (3) pr requirements are met, audits State Records Center for five	1: In Office And In Storage (Each Format) evious years in the office. once audit are every (4) years. Then transfer to the (5) years. It must be verified with the have been audited before they are	
	· · · · · · · · · · · · · · · · · · ·			

· · ·	•			
<u>DHMH Instructions</u> -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.	STATE 7275 JESSU	NT OF GENERAL SERVICES E RECORDS CENTER WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 (410) 799-1379	DHMH RECORDS INVENTORY	
1. Department/Agency	i i		3. Division/Unit or Section	
DEPT OF HEALTH & MENTAL HYGIENE				
DEFINITION - RECORD SERIES - A group of re retention and disposition purposes.	elated records	normally filed and used	as a unit for reference as well as	
4. Record Series Title Item # 2A. Financial and Accounting Reco	rds.	•	5. Earliest Year/Latest Year FY-2003to _2006	
6. Record Series Description (Briefly describe the types o	finformationidos	umanta/forms found in the carls	Include the purpose or function of the	
Journal Entries, Cash Receipt logs, Requisitions, credit c Copies of fiscal and accounting records for DDA'S region concerning fiscal invoices payments and credit card orde	al offices, CMRO	ESRO, SMRO and WMRO. Files	for general correspondence, attached	
7. Record Series Format(s) List all Paper: Film / tape: Electronic: Γ Letter Size Γ Film/Slides Γ Kept on Hard Drive (35mm, etc) Γ Legal Size Γ Microfilm/ Γ Computer Tape Microfiche Γ Rolls ≅ Γ Audio Tape Γ Floppy Disk Γ Bound Book Γ Video Tape Γ CD,DVD,etc Γ Card Γ Other (specify)	8. Record Serie F Alphabet F Numeric F Chronold F Geograp F Other (s)	lical al ogical	9. Volume Γ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tape(s) Number Γ Other (specify) 10. Annual Accumulation Γ File Drawer(s) Γ File Drawer(s) Γ Π File Drawer(s) Γ Μicrofilm Reel(s) Γ Computer Tape(s) Number Γ Other (specify)	
11. File is Used Γ Daily Γ Weekly Γ Monthly	Γ Annually	12. File Becomes Inactive Af	ter Γ Month(s) Number Γ Year(s)	
 13. Current Location(s) (Bldg., Floor, Room) 15. Privacy / Access Restrictions Γ Yes Γ No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Law(s) & Regulation(s) 		office.)	ted Elsewhere? (If yes, specify agency or Agency/ Format	
		16. Audit Requirements Γ Legi	Г None Г Internal Г OIG slative 0 Г Federal Г Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements Г Yes Г No		18. Recommended Retention: In Office And In Storage (Each Format) Retain current year and (3) previous years in the office. once audit requirements are met, audits are every (4) years. Then transfer to the State Records Center for five (5) years. It must be verified with the Administration that the files have been audited before they are destroyed.		
		1		

DHMH Instructions - Screen non-record materials and liss 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 ECORDS CENTER ATERLOO ROAD O. BOX 275 MARYLAND 20794 10) 799-1379	AGENCY RECORDS INVENTORY
1. Department/Agency	2. Office/Administra		3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	DDA HR	Apr	Operations
DEFINITION - RECORD SERIES - A group of related re	cords normally filed and	used as a unit for reference as	well as retention and disposition purposes.
4. Record Series Title Operations			5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe the types 8. Personnel + 10 Regulations + 10 Informal Hearings + 9 PCIS2 - Added & De • Waiver Issues	· EMergenc	r Planning) /////	Nyment Subject Files
7. Record Series Format(s)	8. Record Series S	equence	9. Volume
Letter Size Microfilm	Alphabetica		☐ Microfilm Reel(s) ☐ Computer Tape(s)
Legal Size Computer Tape	Numerical		Number Other (specify)
🗅 Bound Book 🛛 🗆 Floppy Disk	Chronologic	al	10. Annual Accumulation
🗆 Audio Tape 🛛 🗆 Video Tape	🗆 Geographic	al	10. Annual Accumulation □ File Drawer(s) □ Microfilm Reel(s)
□ Other (specify)	Other (spec	ify)	□ Computer Tape(s) Number □ Other (specify)
11. File is Used Daily Dekly	Monthly	12. File Becomes Inactive A	fter Month(s)
13. Current Location(s) (Bldg., Floor, Room)	,,,,,,,,,,	14. Is Record Series Duplic (If yes, specify agency o □ Yes □ N	or office)
15. Access Restrictions		16. Audit Requirements	Federal Independent
17. Is an index System used? (If yes, explain briefly and describe any hardware/s	oftware requirements	18. Recommended Retention	on Office 340245 RecordsCenter 4 years
🗆 Yes 🗆 No			KecondsCenter 4 Years
19. Name and Title of Preparer	20. Room Number Telephone Number	2	1. Date
DGS 550-4 (DHMH Rev. 1998)			

• 1

Peter deFrias X5573

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES DHMH Instructions - Screen non-record materials and list STATE RECORDS CENTER separately. Type or print a separate inventory form for 7275 WATERLOO ROAD each Record Series identified. Each Record Series must P.O. BOX 275 also be listed on a Schedule. Forward all Records JESSUP, MARYLAND 20794 Inventory forms with the proposed Records Retention (410) 799-1379 Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator. 3. Unit or Section 2. Office/Administration/Division 1. Department/Agency Vrodram DRA **DEPT OF HEALTH & MENTAL HYGIENE** DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes 5. Earliest Year/Latest Year 4. Record Series Title 1999 10 2005 Quelty Assurance 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Agency Quelity Assumence plans - Agency Deficiency Reports -montality Reports - Resource Coordination files -Agency Sanctions & Settlement Agreements - other QA related projects & Policies 9. Volume 8. Record Series Sequence 7. Record Series Format(s) File Drawer(s) Microfilm Reel(s) Alphabetical Letter Size 🗉 🛛 Microfilm Computer Tape(s) Other (specify) Number Numerical Legal Size Computer Tape Chronological Bound Book □ Floppy Disk 10. Annual Accumulation □ File Drawer(s) □ Audio Tape U Video Tape Geographical Microfilm Reel(s) Computer Tape(s) Other (specify) Other (specify) Π п Other (specify) Number 12. File Becomes Inactive After 11. File is Used Year(s) Month(s) 😡 Daily □ Weekly Monthly Number 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Bidg., Floor, Room) (If yes, specify agency or office) 201. W. Preston street 417 B& C No I Yes 16. Audit Requirements TX Yes D No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 🕅 State □ Independent Federal HIPPA 18. Recommended Retention 17. Is an Index System used? Retain in office for 5 years then transfer safet Souther Reg Borach thing there Ferry for 5 tonage for (If yes, explain briefly and describe any hardware/software requirements O Yes No 21. Date 20, Room Number Name and Title of Preparer Telephone Number 417C 5/23/05 410-767-5586 jwen Winston 50-4 (DHMH Rev. 1998)

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES DHMH Instructions - Screen non-record materials and list STATE RECORDS CENTER separately. Type or print a separate inventory form for 7275 WATERLOO ROAD each Record Series identified. Each Record Series must P.O. BOX 275 also be listed on a Schedule. Forward all Records JESSUP, MARYLAND 20794 Inventory forms with the proposed Records Retention PAGE (410) 799-1379 Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator. 3. Unit or Section 2. Office/Administration/Division 1. Department/Agency Produaw Developmenta **DEPT OF HEALTH & MENTAL HYGIENE** DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. Popul 5. Earliest Year/Latest Year 4. Record Series Title PUR UMI 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.) boards/ Commisting Governor (State mandaled a plain Ted tsubcommittee apport loordinating lounce irap around lounuite la vu la Flatiol 9. Volume 8. Record Series Sequence 7. Record Series Format(s) □ File Drawer(s) Microfilm Reel(s) Alphabetical D/Letter Size □ Microfilm Computer Tape(s) Other (specify) Π. Number Legal Size Computer Tape Numerical Chronological Bound Book Floppy Disk \square 10. Annual Accumulation File Drawer(s) Geographical U Video Tape Audio Tape Microfilm Reel(s) Computer Tape(s) D Other (specify) Other (specify) Other (specify) Number 12. File Becomes Inactive After 11. File is Used Year(s) □ Month(s) Weekly Monthly D Daily Number 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Bldg.,,Floor, Room) (If yes, specify agency or office) r. Battomore Yes No 2-0 I WIS 125 16. Audit Requirements 15. Access Restrictions Yes (If Yes, cite Law(s) & Regulation(s) Independent □ Federal □ State □ None 18. Recommended Retention 17. Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements I Yes 21. Date 417(% M20. Room Number 19. Name and Title of Preparer June 2, doos Telephone Number 4 VO 7675624 Wáv DGS 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	STATE R 7275 W P.	OF GENERAL SERVICES ECORDS CENTER (ATERLOO ROAD .O. BOX 275	AGENCY RECORDS INVENTORY	
Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	JESSUP, (4	, MARYLAND 20794 10) 799-1379	PAGE OF	
1. Department/Agency	2. Office/Administra	tion/Division mendad tres Admin.	3. Unit or Section Programs Unit, Special Population	
DEPT OF HEALTH & MENTAL HYGIENE			•	
DEFINITION - RECORD SERIES - Aproup of related record 4. Record Series Title	TOPOLI	used as a unit for reference as the formed of the second sec	5. Earliest Year/Latest Year	
4. Record Series Inte De Forensic Sci	rvices		to	
6. Record Series Description (Briefly describe the types of	information/documen	nts/forms found in the series. Inc	lude the purpose or function of the series.)	
Forensic Files ine Locumenter, screen psychological eval Conditional Relea eta	lude C	surt order	charging chiatric \$	
7. Record Series Format(s)	8. Record Series S	equence	9. Volume	
SLetter Size 🛛 Microfilm	😹 Alphabetica	l .	Microfilm Reel(s)	
Legal Size Computer Tape	Numerical		Number Computer Tape(s) Number Other (specify)	
🗆 Bound Book 🛛 Floppy Disk				
🗆 Audio Tape 🛛 Video Tape		al	10. Annual Accumulation	
□ Other (specify)	Other (speced)	sify)	Approx Important Microfilm Reel(s) Lor Number Other (specify)	
11. File is Used X Daily □ Weekly □	l Monthly		er onth(s) [Year(s) Masn active indefinit	
13. Current Location(s) (Bldg., Floor, Room) 201 W. Prester S 4th floor, room 4	freet 17 H	14. Is Record Series Duplicat (If yes, specify agency or □ Yes 承 No	office)	
15 Access Pastrictions 39 Vas	nFermation	16. Audit Requirements ⊠ None □ State	🗆 Federal 🔲 independent	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/soft	ware requirements	18. Recommended Retention Refain in Office indefinite		
□ Yes 💢 No				
· · · · · · · · · · · · · · · · · · ·		l		
Michael Rehak.		417 H 21. 610-767.3209	Date May 25, 2005	
DGS 550-4 (DHMH Rev. 1998)	1			

,

· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·		
<u>DHMH Instructions</u> - 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 ECORDS CENTER ATERLOO ROAD O. BOX 275 MARYLAND 20794 10) 799-1379	/	ECORDS INVENTOR
1. Department/Agency	2. Office/Administra DEVELODNEM	laat int Al	3. Unit or Section	aws Unit
DEPT OF HEALTH & MENTAL HYGIENE	·····		<u> </u>	
DEFINITION - RECORD SERIES - A group of related reco 4. Record Series Title ASSISTANT DI SOCCIA	- 1		5. Earliest Year	
6. Record Series Description (Briefly describe the types of Resource Coordination Gr Governor or Sec, DHMHorDir, DA Maryland Traumatic Brain Interagency Forensic Multi-Agency Review	Atrad-Con appointed be	tradition tor	fate ma	
7. Record Series Format(s) 2 Letter Size Microfilm Legal Size Computer Tape	8. Record Series S	equence	9. Volume	File Drawer(s) Microfilm Reel(s) Computer Tape(Other (specify)
□ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape ☑ Other (specify) <u>i & bivit</u>	Chronologic Geographic Other (spec	al ·	10. Annual Ace	cumulation File Drawer(s) Microfilm Reel(s Computer Tape Other (specify)
11. File is Used ↓ Daily Of 5 Weekly □	Monthly	12. File Becomes Inactive Aft Mo Number	er onth(s)	□ Year(s)
13. Current Location(s) (Bldg., Floor, Room) 201 West Preston Street	Balto MD	14. Is Record Series Duplicat (If yes, specify agency or □ Yes □ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	Federal	Independent
17. Is an Index System used? (If yes, explain briefly and describe any hardware/soft □ Yes □ No	ware requirements	18. Recommended Retention		
	Room Number 4	(7 40 767-563) 21.	Date The S	2, 2005

DGS 550-4 (DHMH Rev. 1998)

ب

٠

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES DHMH Instructions - Screen non-record materials and list STATE RECORDS CENTER separately. Type or print a separate inventory form for 7275 WATERLOO ROAD each Record Series identified. Each Record Series must P.O. BOX 275 also be listed on a Schedule. Forward all Records JESSUP, MARYLAND 20794 Inventory forms with the proposed Records Retention (410) 799-1379 Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator. 3. Unit or Section 2. Office/Administration/Division 1. Department/Agency Developmental Disabilities thuin rogram **DEPT OF HEALTH & MENTAL HYGIENE** DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes Training -13 5. Earliest Year/Latest Year 4. Record Series Title _____ to ____ Housing -14 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) DHMH Community Bond Event Coordination Governor's Housing Commission FY Training Budget Housing Policy Committees Statewide Behavior Supports Committee Training Aduisory Committee CSLA 248 Forms Group Home Loan Requests HUD 811 9. Volume 7. Record Series Format(s) 8. Record Series Sequence □ File Drawer(s) ☐ Microfilm Reel(s) X Alphabetical X Letter Size Microfilm Computer Tape(s) □ Other (specify) Number Legal Size Computer Tape Numerical Bound Book Chronological □ Floppy Disk 10. Annual Accumulation □ Audio Tape Geographical Video Tape File Drawer(s) Microfilm Reel(s) Other (specify) Computer Tape(s) Other (specify) Number 11. File is Used 12. File Becomes Inactive After □ Year(s) □ Month(s) Daily Weekly Monthly Number Current Location(s) (Bldg., Floor, Room) 201 W. Preston St 4th Floor 13. Current Location(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes No No Room 4/7D V No 16. Audit Requirements 15. Access Restrictions □ Yes (If Yes, cite Law(s) & Regulation(s) 🗆 None 🖉 State Federal Independent 13- 3yts unhann - 5 grs total 14. Kyrs in hann 6 grs total 18. Recommended Retention 17. Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements X No O Yes 417 D 21. Date 19. Name and Title of Preparer 20, Room Number 5/24/2005 Telephone Number 410-767-5568 iane Dressler

DGS 550-4 (DHMH Rev. 1998)

		OF GENERAL SERVICES			
<u>DHMH Instructions</u> - Screen non-record materials and list separately. Type or print a separate inventory form for each Record Series identified. Each Record Series must	Type or print a separate inventory form for STATE RE ord Series identified. Each Record Series must 7275 WA		AGENCY RECORDS INVENTORY		
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.	JESSUP	.O. BOX 275 , MARYLAND 20794 10) 799-1379	PAGE	OF _	17
1. Department/Agency	2. Office/Administra	tion/Division	3. Unit or Sectio	n	
DEPT OF HEALTH & MENTAL HYGIENE	L				
DEFINITION - RECORD SERIES - A group of related rec	ords normally filed and	I used as a unit for reference as	well as retention a	nd disposition pur	poses.
4. Record Series Title Statwide (oordinator.	Etvensi	tian + employman	5. Earliest Year/		
6. Record Series Description (Briefly describe the types o Transitioning Yorth, related	committee:	s/tashforces, etc	•	or function of the s	eries.)
Assistive technology board of Transportation commission and the state placements of	of directors i	nimutes the bled	LAILES		
at a state placements of	-children	casefills, com	uitteas et	τ.	
7. Record Series Format(s)	8. Record Series S		9. Volume	File Drawer	
Difetter Size	Alphabetical	L .		 Microfilm Reel(s) Computer Tape(s) 	leel(s)
Legal Size Computer Tape			Number	 Other (spec 	
Bound Book I Floppy Disk		al			
Audio Tape D Video Tape	🛛 🗆 Geographic	al	10. Annual Acc	File Drawe	ile Drawer(s)
Other (specify)	Other (spec	ify)	Number	Microfilm R Computer Other (spece	Tape(s)
11. File is Used Daily □ Weekly □) Monthly	12. File Becomes Inactive Aft D Mo Number		Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 4th Floor, Cubide, alman 1000 Files + File (ab inet	awers, over	14. Is Record Series Duplicat (If yes, specify agency or □ Yes □ No	office)		
15. Access Restrictions Ves No (If Yes, cite Law(s) & Regulation(s)	·	16. Audit Requirements	<u> </u>		
Some case files (on fide	itral	🗇 None 🗆 State	Federal	Independent	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/soft	ware requirements	18. Recommended Retention	6		
🗆 Yes 🗀 No	·		3q	7	
19. Name and Title of Preparer 20.	. Room Number	21.	Date		
	Telephone Number	110-767-3306 5	124/05		
GS 550-4 (DHMH Rev. 1998)	<u></u>				

-

DHMH Instructions -Make a list of all files. Determine **RECORDS INVENTORY** DEPARTMENT OF GENERAL SERVICES DHMH whether each is non-record, record material or both. Group STATE RECORDS CENTER 16,17 m/ 17 PAGE ____ OF ____ into Record Series. Prepare a separate inventory form for 7275 WATERLOO ROAD each Record Series identified. All Record Series are to be P.O. BOX 275 listed on a Schedule Form. Forward all Records Inventory JESSUP, MARYLAND 20794 forms with the proposed Schedule form (DGS 550-1) to the (410) 799-1379 DHMH Records Officer thru your Records Coordinator. 1. Department/Agency 2. Office/Administration/Board 3. Division/Unit or Section **DEPT OF HEALTH & MENTAL HYGIENE** 0 n HDEFINITION - 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 5. Earliest Year/Latest Year to STATE + Fed Relations. 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 16 - State & Fed Leason Services -legerlation, rup (aprils) -17 Micheard Warver Files 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume Film / tape: Π Box (1 cu ft) Paper: Electronic: Letter Size [] Film/Slides **[]** Kept on Hard Drive Alphabetical File Drawer n (35mm, etc) Microfilm Reel п Computer Tape Legal Size I Microfilm/ Π Numerical **Computer Tape** п Microfiche Number П Other (specify 🛛 Rolls ___" Audio Tape Floppy Disk Л Chronological Bound Book I Video Tape I CD, DVD, etc 0 Geographical 10. Annual Accumulation I File Drawer(s) Other (specify)_ 0 Other (specify) I Microfilm Reel(s) Card _____ П Computer Tape(s) Number 0 Other (specify) 11. File is Used 12. File Becomes Inactive After I Month(s) Daily I Weekiv I Monthly Annually Number 0 Year(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or (Bidg., Floor, Room) 13. Current Location(s) office.) 0 No Agency/ Format [] Yes I Internal DOIG 15. Privacy / Access Restrictions D Yes 0 No 16. Audit Requirements None Federal Personal I Medical I Proprietary
 Classified Legislative Independent Other (If Yes, cite Law(s) & Regulation(s) 18. Recommended Retention: In Office And In Storage (Each-Format) 17. Is an Index System used? If yes, explain briefly and describe Active as long on client is alwelten 5 yrs Kup File /State as long as in effect. 21. Date requirements 0 Yes 0 No 19. Name and Title of Preparer 20. Location: Telephone Number# Room # E-mail address:

DGS 550-4 (DHMH Rev. 2002)