

RECORDS RETENTION AND DISPOSAL SCHEDULE

MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEMS (MIEMSS)

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1.	<p>General Schedule – Administrative Records (THIS IS A DEFAULT MIEMSS SCHEDULE FOR RECORDS CREATED AND USED IN THE ADMINISTRATION AND OPERATION OF THE VARIOUS MIEMSS DEPARTMENTS AND REGIONAL OFFICES. THIS SCHEDULE IS NOT AUTHORIZED FOR USE WITH LICENSING AND CERTIFICATION RECORDS, MAIS, CMAIS AND EMAIS DATA OR FOR ANY RECORDS FOR WHICH A SPECIFIC RETENTION SCHEDULE IS ADOPTED)</p> <p>Administrative Communication – includes incoming and outgoing letters, faxes, emails, recordings, and other types of communication.</p> <p>E-mail of continuing administrative value should be saved to pc or server hard-drive or else printed, and handled as printed communication. Electronic files may be erased after verifying printed or transcribed hard-copies of the documents. Memos of short-term interest e.g., appointments, post-it notes, reminders, FYI-files, calendars, etc, are considered "working files" and are temporary, non-record materials.</p>	<p>1. Establish annual folders. Screen and retain permanently any material having administrative, legal or historical value that serves to document the origin, development, functions and accomplishments of the Agency. Transfer periodically to the State Archives. Retain all other materials for current year and three (3) previous year's and then destroy. Duplicate and non-record material may be destroyed if not longer needed.</p> <p>Temporary working files, memos etc. are to be destroyed when no longer needed. Non-record e-mails are to be deleted from server within 30 days of receipt. Retain permanently record copy e-mails which serve to document the origin, development, functions and accomplishments of the Agency and transfer to the State Archives in accordance with Archives' Rules and Regulations for electronic records. Other record copy e-mails (which have been downloaded to pc or server hard drive) should be backed-up at least semi-annually. Retain back-up for three (3) years and then destroy.</p>
2.	<p>a. Budget and Accounting Records-</p> <ul style="list-style-type: none"> • Annual Budget Requests • Timekeeping and Leave Records • Petty cash receipts, requisitions, order forms, inventory records, etc. • Other budget or accounting records <p>Electronic Accounting Files – including spreadsheets, databases, tables, etc, that are not kept in printed format, or are ongoing, continuing records.</p> <p>b. Contracts (retention period starts at completion of contract).</p> <p>c. Audits</p>	<p>2a. Organize records by fiscal year. Retain current year and three (3) previous year's folders until all audit requirements are met, then destroy if no longer needed.</p> <p>Backup at least semi-annually, retain backup copy for three (3) years and until all audit requirements are met, then erase if no longer needed</p> <p>2b. Retain completed contracts for five (5) years and until audit requirements are met, then destroy.</p> <p>2c. Retain Internal and Legislative Audits for ten (10) years, then destroy. All other audits are permanent. Transfer periodically to State Archives.</p>

APPROVED BY:

DATE:

SIGNATURE:

NAME/TITLE: Robert R. Bass, M.D.
Executive Director

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE:

SIGNATURE:

NAME/TITLE: _____ STATE ARCHIVIST

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3.	<p>Supervisor's Personnel Files – supervisor's working papers, such as PE documentation, doctor's notes for sick leave, and other papers used by the supervisor. (This is not the "official" personnel file, which is maintained in the Personnel Office).</p>	<p>3. Screen periodically, removing outdated information. Retain Until employee transfers or retires, then destroy</p>
4.	<p>Records Management File – Contains authorized Records Retention and Disposal Schedules, completed Records Transmittal and Receipt forms with storage locations, Certificates of Record Disposal; Records inventory Forms, Electronic Record Worksheets, etc.</p>	<p>4. Screen and update periodically. Need not be retained permanently since record copies are maintained by Records Management Division and the Archives.</p>
5.	<p>Agency History File – Information screened from other record series including documents which shows the development of the Agency; documents signed by the Governor; unit publications (one copy of each); copies of internet/intranet home pages, etc; newspaper/magazine/internet articles; film, photo, VCR/digital recordings of ceremonies, awards, etc.</p>	<p>5. Retain permanently; periodically transfer to the MIEMSS History File, for eventual transfer to the State Archives.</p>
