R	ECORDS RETENTION AND DISPOS	AL SCHEDULE			
			PAGE 1 OF 3		
DEPARTMENT OF HEALTH & MENTAL HYGIENE CENTRAL SERVICES DIVISION					
This sch	nedule supersedes Schedule 2408 items 4 t	hrough 9 items 8 through	13 of Schedule 2335		
	and item 1 of Sc	-			
tem No.	Series Title and Description of Records	Authorized Rete			
1	Central Services Division Warehouse Management A. Receiving documents B. Warehouse credits C. FMIS pick ticket receipts for ordered items D. Warehouse inventory records, value reports	1. Retain for four (4) years or (2) years at the State Records with the following exception: if scan to Maryland State Archive paper for one (1) year, then do Retain scans for six (6) years	Center, then destroy, records are scanned, es standards, then retain estroy paper originals.		
2	Inventory Janagement A. Inventory Transaction Reports-adds, deletes, transfers B. Excess Property Disposal Orders	2 A -B. Retain for four (4) years two (2) years at the State Red destroy, with the following exc scanned, scan to Maryland Sta then retain paper for one (1) y originals. Retain scans for six destroy.	cords Center, then eption: if records are ate Archives standards, ear , then destroy paper		
	C. Reports of Stolen or Missing Property D. Annual Report of Fixed Assets E. Inventory Audit reports	2 C-E. Retain for four (4) year six (6) years at the State Rec with the following exception: if scan to Maryland State Archiv paper for one (1) year, then d Retain scans for ten (10) year	ords Center, then destroy records are scanned, es standards, then retain estroy paper originals.		
3	Building Services A. Space Management File Series- i. Unapproved Requests for Leased Space	3 Ai. Retain unapproved reque and then destroy.			
	ii. Lease Files and supporting documentation.	3 Aii. Approved requests beca Files, which are retained in off send to State Records Center destroy	ice for two (2) years and		
	B. Parking Permit Files include applications, car pool requests, medical parking permit requests with doctors' certifications, waiting lists, database of extracted information, etc.	3 B. Scan paper records to Ma standards. Retain hardcopy for destroy. Save electronic version applicants are employed with inactive file and retain for one	or one (1) year then on and for as long as DHMH, then move to		
	C. Miscellaneous Services (Copy center, shredding, United Parcel Serv., records transfers, etc.), equipment service records, meter readings, charge backs, package receipt logs, shipping papers, temporary help / Maryland Correctional Enterprises paperwork, transmittals etc.	3 C. Retain for four (4) years with the following exception: if scan to Maryland State Archiv paper for one (1) year, then d Retain scans for four (4) year	records are scanned, res standards, then retain estroy paper originals.		
APPROVEI SIGNATUR	BY: (DHMH Official) DATE:	AUTHORIZED BY: (Archives) SIGNATURE:	DATE: Bdr 4.1-14		

DE	DEPARTMENT OF GENERAL SERVICES-STATE RECORDS	26/5				
RE	CORDS RETENTION AND DISPOSAL S	PAGE 2 OF 3				
DEPARTMENT OF HEALTH & MENTAL HYGIENE CENTRAL SERVICES DIVISION						
em	Series Title and Description of Records	Authorized Retention Period				
3	D. Emergency Evacuation Plans-Emergency Contacts, Business Continuity Plan, Police Incident Reports, etc.	3 D. Retain active files until superseded or complete then move to inactive. Retain inactive files three (3) years , and then destroy.				
	E. Miscellar eous Project Files- Unit relocations, modular furniture installations, carpet installation, security upgrades, Computer-aided design (CAD) Files	3 E. Retain for four (4) years on-site, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for one (1) year, then destroy paper originals. Retain scans for four (4) years , and then destroy.				
	F. Employee Separation Clearance Forms- copy of sign off sheet for employee separation.	3 F. Scan to Maryland State Archives standards, then retain hard copy for one year, then destroy. Retain images for three (3) years then destroy.				
4	 Telecommunications Series A. Telephone service plans, requisitions, 800-# accounts, monthly call logs and bills, conference calls logs, private branch exchange (PBX) billing, Telecommunication Service Requests (TSR's), unit coordinator list, etc. B. Cellular phone service plans, logs of DHMH cell phone numbers, Unit Coordinator list, justification forms, acceptance forms, requisitions, call logs/bills, vouchers, etc. C. Pagers and wireless Personal Digital Assistants (PDAs), service plans, bills, requisitions, etc. D. Calling cards- request forms, account files, reconciliations, etc. E. Directory listing forms, etc 	4. Screen annually, and move to inactive file all records no longer needed for current business. Retain inactive files for two (2) years on-site, then retain at the State Records Center for three (3) years , and until all audit requirements are met, then destroy with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for one (1) year , then destrop paper originals. Retain scans for five (5) years , until all audit requirements are met, and are then destroyed.				
5	Fleet Management Series A. Vehicle Titles and Registration Forms, registration renewals and other Motor Vehicle Administration (MVA) forms, Vehicle Inventory Report, vehicles pending auction, vehicle requisitions, purchase orders, Relational Statewide Accounting and Reporting System (R*STARS) transfers for vehicles, disposal records, etc	5A. Retain for three (3) years on-site, and the destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for one (1) year , then destroy paper originals. Retain scans for three (3) years , and then destroy.				
	B. Vehicle service records, emission test forms, gas and PHH Corporation card records, Commercial Fuel System (CFS) and Mansfield reports, wash invoices, Underutilized Vehicle List, 10000 mile reports, Vehicle Assignment Committee records, charge backs, etc.	5B. Retain for four (4) years on-site, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for one (1) year , then destroy paper originals. Retain scans for four (4) years , and then destroy.				
	C. Accident Committee Reports, Accident Insurance records, ACORD Forms, Accident report forms.	5C. Retain for four (4) years on-site after case is closed, then retain for six (6) years at the State Records Center, then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for one (1) year after case is closed, then destroy paper originals. Retain scans for ten (10)				
5	*	years after case is closed, and then destroy.				

DGS 550-1 a(DHMH 2005) Continuation

	DEPARTMENT OF GENERAL SERVICES-STATE RECORD RECORDS RETENTION AND DISPOSAL SC		SCHEDULE #	
	DEPARTMENT OF HEALTH & M CENTRAL SERVICES D			
tem	Series Title and Description of Records	Authorized	Retention Period	
5	D. Driver cards and reports, Acknowledgement Forms, Driver Application forms, Internal Revenue Service (IRS) Fringe Benefit Reports, Drivers Training records,	5D. Retain for three (3) years on-site, and the destroy, with the following exception: if recommendation if recommendation is the scanned, scan to Maryland State Archive standards, then retain paper for one (1) year then destroy paper originals. Retain scans for three (3) years, and then destroy.		
6	Forms Management Series A. Master Forms File includes printed copies of all approved forms. Forms may additionally be retained in electronic format. File sequence is by form number.	6 A. Continuous Rec perpetual file by upda revised and destroyin	ting when amended or	
	B. Annual Forms Management Reports	6 B. Retain for four (4) years on-site, and the destroy, with the following exception: if record are scanned, scan to Maryland State Archives standards, then retain paper for one (1) year , then destroy paper originals. Retain scans for		
7	Records Management	four (4) years, and th	Sheren.	
	A. Records Administration File — A subject file in alpha sequence, including information such as filing techniques, filing cabinets, records policy, training materials, forms and reference materials, etc.	7 A. Screen annually, is no longer needed a information as it beco		
	B. Schedule Reference File- A binder containing a copy of each DHMH schedules in schedule number sequence, kept up-to-date with new schedules as approved.	7 B. Continuous Reco perpetual file by upda revised and destroyin	ting when amended or	
	C. Transmittal & Receipt Files- DGS Form 550-5 i.) Records Database- Starting 1998. An electronic, chronological database extracted from record transmittal forms prepared for DHMH shipments to the Records Center or Archives, including information of warehouse locations and accession numbers, disposal dates, etc. A periodic printout of select data is used for quick reference. It also includes information extracted from schedules, in schedule number sequence, which includes information on whether a schedule supersedes or is superseded by another schedule, approval dates, etc.	7 C.i. Continuous Red perpetual file by upda revised and destroyin	ating when amended or	
	ii.) Transmittal Master File- In batch number sequence, an annual binder of all transmittal forms prepared, batched chronologically for cross-reference, used to manage temporary in-house storage and shipment preparation.		e years, or until no longer isiness, whichever is later,	
	iii.) Completed Transmittal and Receipt File- Forms returned by records center with receipt and storage information are placed in folders in schedule number sequence, after data is entered into the Transmittal Index, and a copy is sent to the initiating unit.	7 C.iii.) Continuous R perpetual file by upda revised and destroyin	ating when amended or	
D. <u>DHMH History File</u> - Historic records transferred from component units which illustrate the development of the Department.				

DHMH Instructions -Make a list of all files. Determine whether each is non-record, rec material or both. Group into Record Series. Prepare a separate inventory form for ea Record Series identified. All Record Series are to be listed on a Schedule Form. Fon all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DH	ch ST ward 7	MENT OF GENERAL SERVICES ATE RECORDS CENTER 275 WATERLOO ROAD P.O. BOX 275		
Records Officer thru your Records Coordinator.	NY WARE	(410) 799-1379		
1. Department/Agency MD DEPT OFHEALTH & MENTAL HYGIENE	2. Office/Administration/E CENTRAL SERVI		3. Division/Uni	t or Section
DEFINITION - RECORD SERIES - A group of related records normally filed and use	d as a unit for reference as well as rete	ention and disposition purposes.		
4. Record Series Title 1. Warehouse Management			5. Earliest Yee to	
6. Record Series Description (Briefly describe the types of information/documents/form	ms found in the series. Include the pu	rpose or function of the series.)	11.0	
Warehouse Management				
A. Receiving documents B. Warehouse	credits C. FMIS	pick ticket receipts for o	ordered ite	ms D. Warehouse
inventory records, value reports				
inventory recorde, value reporte				
7. Record Series Format(s) List all Paper: Film / tape: Electronic:	8. Record Series Seque	nce	9. Volume	ξ File Drawer(s)
E Letter Size F Film/Slides F Kept on Hard Drive	ξ Alphabetical			Γ Microfilm Reel(s)
(35mm, etc)				Γ Computer Tape(s)
ξ Legal Size Γ Microfilm/ Γ Computer Tape Microfiche	Γ Numerical		Number	Γ Other (specify)
Γ Rolls≊ Γ Audio Tape Γ Floppy Disk	× Chronological		10. Annual Ac	ccumulation
				Γ File Drawer(s)
Γ Bound Book Γ Video Tape Γ CD,DVD,etc	Γ Geographical			 Γ Microfilm Reel(s) Γ Computer Tape(s)
Γ Card Γ Other (specify)	Γ Other (specify) _		Number	Γ Other (specify)
11. File is Used Г Daily Г Weekly x Monthly Г Annually		12. File Becomes Inactive After Number	Г Month(s) Г Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 201 W. Preston St, Beltimore, MD 21201		14. Is Record Series Duplicated Elsewhere	? (If yes, specify age	ency or office.)
the second s		Γ Yes x No Agency/Form	at	
The second s				
15. Privacy / Access Restrictions Γ Yes ξ No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other		A construction of the	ГInternal ГОІС Federal ГInde	3 pendent
(If Yes, cite Law(s) & Regulation(s)				
17. Is an Index System used? If yes, explain briefly and describe requirements				hen retain for two (2) years at the State Records
Г Үез Г №				acanned, scan to Maryland State Archives standards, letain scans for six (6) years, and then destroy.
	20. Location:			21. Date
WALTER ZERRLAUT	201 WEST PRESTON STREET, BA	ALTIMORE MD 21201		MARCH 5, 2014
DHMH RECORDS OFFICER	Telephone Number# 410 767-359	8 Room # ROOM LL-5		
E-mail address: wzerrlaut@dhrnh.stete.md.us	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1			
DGS 550-4 (DHMH Rev. 2002)		A SHE AND STREET		

DHMH Instructions -Make a list of all files. Determine whether each is non-record, record	DEPART	MENT OF GENERAL SERVICES		HMH RECORDS INVENTORY
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		ATE RECORDS CENTER 275 WATERLOO ROAD		
all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH	P.O. BOX 275		PAG	E_2_OF_7_
Records Officer thru your Records Coordinator.	JE	SSUP, MARYLAND 20794		
		(410) 799-1379		
1. Department/Agency	2. Office/Administration/B		3. Division/Unit	t or Section
MD DEPT OFHEALTH	CENTRAL SERVI	CES DIVISION		
& MENTAL HYGIENE DEFINITION - RECORD SERIES - A group of related records normally filed and used as a un	nit for reference as well as rate	untion and disposition numbers		
	III IOI Teleferice as well as rete			
4. Record Series Title		5. Earliest Yea	r/Latest Year	
2. Inventory Management				
				- Charles and
6. Record Series Description (Briefly describe the types of information/documents/forms found	d in the series. Include the pur	rpose or function of the series.)		
Inventory Management				States and States
A. Inventory Transaction Reports-adds, dele	tes, transfers			
B. Excess Property Disposal Orders				
C. Reports of Stolen or Missing Property				
D. Annual Report of Fixed Assets				
E. Inventory Audit reports				
	12.4			
7. Record Series Format(s) List all	8. Record Series Sequer	0ce	9. Volume	
Paper: Film / tape: Electronic:				ξ File Drawer(s)
Ξ Letter Size Γ Film/Slides Γ Kept on Hard Drive (35mm, etc)	ξ Alphabetical			 Γ Microfilm Reel(s) Γ Computer Tape(s)
ξ Legal Size Γ Microfilm/ Γ Computer Tape	Γ Numerical		Number	Γ Other (specify)
Microfiche ΓRolls≘ ΓAudioΤερε ΓFloppyDisk	× Chronological		10, Annual Ac	cumulation
				Γ File Drawer(s)
Г Bound Book Г Video Tape Г CD, DVD, etc	Γ Geographical		Γ Microfilm Reel(s) Γ Computer Tape(s)	
Г Card Г Other (specify)	Γ Other (specify)		Number	Γ Other (specify)
11. File is Used Γ Deily Γ Weekly × Monthly Γ Annuelly		12. File Becomes Inactive After	Г Month(s)	
The second strong stron	5.15	Number	Γ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify age	ncy or office.)
201 W. Preston St, Beltimore, MD 21201		Г Yes x No Agency/Format_		
and the second				
15. Privacy / Access Restrictions Γ Yes ξ No	Set 15.1	16. Audit Requirements None Γ Ir	nternal I [°] OIG	
Г Personal Г Medical Г Proprietary Г Classified Г Other (If Yes, cite Law(s) & Regulation(s)		Γ Legislative Γ Fed	ieral Γ Inde	pendent
		1		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention: 2 A -B. Retain f	or four (4) years o	n-site, then retain for two (2) years at the State
		Records Center, then destroy, with the following	g exception: if reco	rds are scanned, scan to Maryland State Archives
Г Yes Г No	18	standards, then retain paper for one (1) year, the destroy.	en destroy paper	originals. Retain scans for six (6) years, and then
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				rs at the State Records Center, then destroy, with the
		tollowing exception: if records are scanned, sca year, then destroy paper originals. Retain scans		te Archives standards, then retain paper for one (1) e, and then destroy.
19. Name and Title of Preparer 20. Loc	ation:			21. Date
WALTER ZERRLAUT 201 W	EST PRESTON STREET, BA	ALTIMORE MD 21201	1.24	MARCH 5, 2014
DHMH RECORDS OFFICER Teles	phone Number# 410 767-359		S	
E-mail address: wzerrlaut@dhrnh.stete.md.us	Same Bring and	The state of the s	1	

DHMH Instructions -Make a list of all files. Determine whether each is non-record, recor	DEPART	MENT OF GENERAL SERVICES	D	HMH RECORDS INVENTORY	
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Record Series identified. All Record Series are to be listed on a Schedule Form. Forwa	ard	7275 WATERLOO ROAD P.O. BOX 275	2		
Il Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHN	1H		PAGE _ 3_ OF _ 7		
Records Officer thru your Records Coordinator.	JE	SSUP, MARYLAND 20794 (410) 799-1379			
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	2. Office/Administration/		3. Division/Unit	or Section	
ID DEPT OFHEALTH	CENTRAL SERV	ICES DIVISION			
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EFINITION - RECORD SERIES - A group of related records normally filed and used in	as a unit for reference as well as ret	ention and disposition purposes.	-		
Record Series Title			5. Earliest Year		
. Building Services			to	-	
 Record Series Description (Briefly describe the types of information/documents/formation/document	medical parking permit re cel Serv., records transfers, orises paperwork, transmitt s Continuity Plan, Police In ure installations, carpet ins	quests with doctors' certifications, wai , etc.), equipment service records, met als etc. ncident Reports, etc. tallation, security upgrades, Compute	ter readings, ch	arge backs, package receipt logs,	
Record Series Format(s) List all	8. Record Series Seque	ance .	9. Volume		
Paper: Film / tape: Electronic:	a. Necola Selles Seque	110	5. Volume	ξ File Drawer(s)	
E Letter Size Γ Film/Slides Γ Kept on Hard Drive	د Alphabetical			Γ Microfilm Reel(s)	
(35mm, etc)				Γ Computer Tape(s)	
ξ Legal Size Γ Microfilm/ Γ Computer Tape	Γ Numerical		Number	Γ Other (specify)	
Microfiche					
Γ Rolls≘ Γ Audio Tape Γ Floppy Disk	× Chronological		10. Annual Acc	umulation Γ File Drawer(s)	
Γ Bound Book Γ Video Tape Γ CD, DVD, etc	Γ Geographical			Γ Microfilm Reel(s)	
				Γ Computer Tape(s)	
Γ Card Γ Other (specify)	Γ Other (specify) _		Number	Γ Other (specify)	
I1. File is Used Г Daily Г Weekly x Monthly Г Annuelly		12. File Becomes Inactive After Number	Γ Month(s) Γ Year(s)		
		Number	Γ Year(s)		
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3. Current Location(s) (Bldg., Floor, Room)		Number	Γ Year(s) (If yes, specify agen	cy or office.)	
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 3. Current Location(s) (Bldg., Floor, Room) D1 W. Preston St, Beltimore, MD 21201 5. Privacy / Access Restrictions Γ Yes ξ No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other		Number 14. Is Record Series Duplicated Elsewhere? Γ Yes × No Agency/ Format_ 16. Audit Requirements None Γ I 16. Audit Requirements None Γ I Γ Legislative Γ Fe 18. Recommended Retention: 3 Al. Retain unapproved of the Lease Files, which are retained in office for two (2 paper records to Maryland State Archives standards. Rase applicants are employed with DHMH, them move to in alke, and then destroy paper originals. Retain scans complete them move to inactive. Retain inactive files the destroy, with the following exception: if records are scat then destroy paper originals. Retain scans for four (4) y	Γ Year(s) (If yes, specify agen Internal Γ OIG ederal Γ Indepe d requests for three (3) ye 2) years and send to Sta Retain hardcopy for one (inactive file and retain for ecords are scanned, scar s for four (4) years, and the med, scan to Maryland (med, scan to Maryland (andent bars, and then destroy. 3 Ali. Approved requests become to Records Center for two (2) years, then destroy 3 B. Sc 1) year then destroy. 3 c. Retain for four (4) years to Maryland State Archives standards, then retain paper hen destroy. 3 D. Retain active files until superseded or estroy. 3 E. Retain for four (4) years on-site, and then tate Archives standards, then retain paper for one (1) year IF. Scan to Maryland State Archives standards, then retain State Archives standards, then retain paper for one (1) year IF. Scan to Maryland State Archives standards, then retain	
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3. Current Location(s) (Bldg., Floor, Room) 101 W. Preston St, Baltimore, MD 21201 15. Privacy / Access Restrictions Γ Yes 16. Presonal Γ Medical Γ Proprietary Γ Classified ΓOther	20. Location: 201 WEST PRESTON STREET, BJ Telephone Number# 410 767-359	Number 14. Is Record Series Duplicated Elsewhere? Γ Yes × No Agency/ Format 16. Audit Requirements None Γ Legislative Γ Fe 18. Recommended Retention: 3 Al. Retain unapproved of the Lease Files, which are retained in office for two (2 paper records to Maryland State Archives standards. R as applicants are employed with DHMH, then move to lis site, and then destroy paper originals. Retain scans complete them move to inactive. Retain inactive files th destroy, with the following exception: if records are scan then destroy paper originals. Retain scans for four (4) hard copy for one year, then destroy. Retain images for ALTIMORE MD 21201	Γ Year(s) (If yes, specify agen Internal Γ OIG ederal Γ Indepe d requests for three (3) ye 2) years and send to Sta Retain hardcopy for one (inactive file and retain for ecords are scanned, scar s for four (4) years, and the med, scan to Maryland (med, scan to Maryland (andent arrs, and then destroy. 3 Ali. Approved requests become ta Records Center for two (2) years, then destroy 3 B. Sci 1) year then destroy. Save electronic version and for as to one (1) year, then destroy. So: Retain for four (4) years to Marylend State Archives standards, then retain paper then destroy. 3 D. Retain active files until superseded or setroy. 3 E. Retain for four (4) years on-site, and then State Archives standards, then retain paper for one (1) year IF. Scan to Maryland State Archives standards, then retain stroy.	

DHMH Instructions -Make a list of all files. Determine whether each is non-record, rec material or both. Group into Record Series. Prepare a separate inventory form for ea 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.	ich ST ward 7 HMH	MENT OF GENERAL SERVICES TATE RECORDS CENTER 1275 WATERLOO ROAD P.O. BOX 275 SSUP, MARYLAND 20794		DHMH RECORDS INVENTORY
1. Department/Agency MD DEPT OFHEALTH & MENTAL HYGIENE	2. Office/Administration/E		3. Division/Uni	t or Section
DEFINITION - RECORD SERIES - A group of related records normally filed and use	d as a unit for reference as well as retr	ention and disposition purposes.		
 4. Record Series Title 4. Telecommunications Series 			5. Earliest Yes	
 6. Record Series Description (Briefly describe the types of information/documenta/for Telecommunications Series A. Telephone service plans, requisitions, 800-# accounts, mor Requests (TSR's), unit coordinator list, etc. B. Cellular phone service plans, logs of DHMH cell phone nu C. Pagers and wireless Personal Digital Assistants (PDAs), see D. Calling cards- request forms, account files, reconciliations, E. Directory listing forms, etc 	nthly call logs and bills, conf mbers, Unit Coordinator list rvice plans, bills, requisition	erence calls logs, private branch exch , justification forms, acceptance form		
				100.000
7. Record Series Format(s) List all Paper: Film / tape: Electronic: Ξ Letter Size Γ Film/Slides Γ Kept on Hard Drive (35mm, etc) ξ Legal Size Γ Microfilm/ ξ Legal Size Γ Microfilm/ Γ Computer Tape Microfiche Γ Rolls Ξ Γ Audio Tape Γ Bound Book Γ Video Tape Γ CD,DVD,etc Γ Card Γ Other (specify)	8. Record Series Seque ξ Alphabetical Γ Numerical × Chronological Γ Geographical Γ Other (specify) _	nce	9. Volume Number 10. Annual Ac	 ξ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tape(s) Γ Other (specify) commutation Γ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tape(s) Γ Other (specify)
11. File is Used Γ Daily Γ Weekly × Monthly Γ Annually		12. File Becomes Inactive After Number	Г Month(s) Г Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 201 W. Preston St, Baltimore, MD 21201		14. Is Record Series Duplicated Elsewhere? Γ Yes x No Agency/ Format		nncy or office.) -
15. Privacy / Access Restrictions Γ Yes ξ No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements None ΓInternal ΓΟΙG ΓLegislative ΓFederal ΓIndependent		
17. Is an Index System used? If yes, explain briefly and describe requirements Γ Yes Γ No		business. Retain inactive files for two (2) year until all audit requirements are met, then destr State Archives standards, then retain paper fo	s on-site, then retain oy with the following or one (1) year, then	ctive file all records no longer needed for current at the State Records Center for three (3) years, and g exception: if records are scanned, scan to Maryland destroy paper originals. Retain scans for five (5) d.
19. Name and Title of Preparer WALTER ZERRLAUT DHMH RECORDS OFFICER E-mail address: wzeriteut@dhmh.stele.md.vs DGS 550-4 (DHMH Rev. 2002.)		years, until all audit requirements are met, and ON STREET, BALTIMORE MD 21201 r# 410 767-3598 Room # ROOM LL-5		21. Date MARCH 5, 2014

DHMH Instructions -Make a list of all files. Determine whether each is non-record, record	DEPARTMENT OF GENERAL SERVICES	DHMH RECORDS INVENTORY
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 RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1379	PAGE _ 5_ OF _7
1. Department/Agency MD DEPT OFHEALTH & MENTAL HYGIENE	2. Office/Administration/Board CENTRAL SERVICES DIVISION	3. Division/Unit or Section
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a un	it for reference as well as retention and disposition purposes.	
4. Record Series Title 5. Fleet Management Series	5. Earliest Year/Latest Year to	
 6. Record Series Description (Briefly describe the types of information/documenta/forms found Fleet Management Series A. Vehicle Titles and Registration Forms, registration renewals and o requisitions, purchase orders, Relational Statewide Accounting and R B. Vehicle service records, emission test forms, gas and PHH Corpor Vehicle List, 10000 mile reports, Vehicle Assignment Committee records. A. Accident Committee Reports, Accident Insurance records, ACOR D. Driver cards and reports, Acknowledgement Forms, Driver Applied 	ther Motor Vehicle Administration (MVA) forms, Ve eporting System (R*STARS) transfers for vehicles, d ation card records, Commercial Fuel System (CFS) a ords, charge backs, etc. RD Forms, Accident report forms	isposal records, etc nd Mansfield reports, wash invoices, Underutilized

7. Record Series Format(s) List all Paper: Film / tape: Electronic: E Letter Size Film/Sildes F Kept on Herd Drive (35mm, etc)	8. Record Series Seque ζ Alphabetical	nce	9. Volume ξ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tepe(s)		
(somm, etc) ξ Legal Size Γ Microfilm/ Γ Computer Tape Microfiche	Γ Numerical × Chronological Γ Geographical Γ Other (specify)		I Computer Tape(s) Number Γ Other (specify)		
r Rolls≘ Γ AudioTape Γ Floppy Disk Γ Round Book Γ VideoTape Γ CD,DVD,etc Γ Card Γ Other (specify)			10. Annuel Accumulation Γ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tape(s) Number Γ Other (specify)		
11. File is Used Г Deily Г Weekly x Monthly Г Annuelly		12. File Becomes Inactive After Number	Г Month(s) Г Year(s)		
13. Current Location(s) (Bidg., Floor, Room) 201 W. Preston St, Baltimore, MD 21201		14. Is Record Series Duplicated Elsewhere? (Γ Yes x No Agency/ Format_	If yes, specify egency or office.)		
15. Privacy / Access Restrictions Γ Yes ξ No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Law(s) & Regulation(s) =	Γ Personal Γ Medical Γ Proprietary Γ Classified ΓOther		16. Audit Requirements None Γ Internal ΓOIG Γ Legislative Γ Federal Γ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention: 5A. Retain for three (3) years on-site, and then destroy, with the following exceptinare scanned, scan to Maryland State Archives standards, then retain paper for one (1) year, then destroy paper of Retain scans for three (3) years, and then destroy. 5B. Retain for four (4) years on-site, and then destroy, with the exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for one (1) year, then destroy, with the exception: if records are scanned, scan to Maryland State Archives standards. Then retain paper for one (1) years on-site after case then retain for six (6) years at the State Records Center, then destroy, with the following exception: if records are scan to Maryland State Archives standards, then retain paper for one (1) year after case is closed, then destroy originals. Retain scans for ten (10) years, and then destroy. 5D. Retain for three (3) years on-site, and then destroy following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for one the destroy.			
19. Name and Title of Preparer WALTER ZERRLAUT DHMH RECORDS OFFICER E-mail address: wzerfaut@dhmh.state.md.us	20. Location: 201 WEST PRESTON STREET, BALTIMORE MD 21201 Telephone Number# 410 767-3598 Room # ROOM LL-5		21. Dete MARCH 5, 2014		

DHMH Instructions -Make a list of all files. Determine whether each is non-record, re- material or both. Group into Record Series. Prepare a separate inventory form for er		MENT OF GENERAL SERVICES		DHMH RECORDS INVENTORY
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 DI Records Officer thru your Records Coordinator.	rward 7 HMH	275 WATERLOO ROAD P.O. BOX 275 SSUP, MARYLAND 20794 (410) 799-1379	PAC	BE_6_0F_7_
1. Department/Agency MD DEPT OFHEALTH & MENTAL HYGIENE	2. Office/Administration/S CENTRAL SERV		3. Division/Uni	t or Section
DEFINITION - RECORD SERIES - A group of related records normally filed and use	ed as a unit for reference as well as ret	antion and disposition purposes.		
4. Record Series Title 6. Forms Management Series			5. Earliest Yea	
 6. Record Series Description (Briefly describe the types of information/documenta/for Forms Management Series A. Master Forms File includes printed copies of all approved in B. Annual Forms Management Reports 			ile sequence i	s by form number.
7. Record Series Format(s) List all Paper: Film / tape: Electronic: Ξ Letter Size Γ Film/Slides Γ Kept on Hard Drive (35mm, etc) ξ Legal Size Γ Microfilm/ Γ Computer Tape Microfiche Γ Rolls _= Γ Audio Tape Γ Flöppy Disk Γ Bound Book Γ Video Tape Γ CD,DVD,etc Γ Card Γ Other (specify)	8. Record Series Seque ξ Alphabetical Γ Numerical × Chronological Γ Geographical Γ Other (specify) _	nce	9. Volume Number	 ξ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tape(s) Γ Other (specify) ccumulation Γ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tape(s) Γ Other (specify)
11. File is Used Γ Daily Γ Weekly × Monthly Γ Annually		12. File Becomes Inactive After Number	Γ Month(s) Γ Year(s)	
13. Current Location(s) (Bidg., Floor, Room) 201 W. Preston St, Beltimore, MD 21201		14. Is Record Series Duplicated Elsewhere?(Γ Yes x No Agency/Format_		ncy or office.) -
15. Privacy / Access Restrictions Γ Yes ξ No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements None ГIr ГLegislative Г Feo	nternal ΓΟΙG deral ΓInde	pendent
17. Is an Index System used? If yes, explain briefly and describe requirements Γ Yes Γ No		revised and destroying obsolete material. 6 B. Retain for four (4) years on-site, and then	destroy, with the f	n as a perpetual file by updating when amended or ollowing exception: if records are scanned, scan to year, then destroy paper originals. Retain scans for
19. Name and Title of Preparer WALTER ZERRLAUT DHMH RECORDS OFFICER E-mail eddress: wzerrlaut@dhmh.state.md.us	20. Location: 201 WEST PRESTON STREET, BA Telephone Number# 410 767-359			21. Date MARCH 5, 2014

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 7_ OF 7_
1. Department/Agency MD DEPT OFHEALTH & MENTAL HYGIENE	2. Office/Administration/Board CENTRAL SERVICES DIVISION	3. Division/Unit or Section
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit 4. Record Series Title 7. Records Management	t for reference as well as retention and disposition purposes.	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.)

Records Management

A. Records Administration File — A subject file in alpha sequence, including information such as filing techniques, filing cabinets, records policy, training materials, forms and reference materials, etc. B. Schedule Reference File- A binder containing a copy of each DHMH schedules in schedule number sequence, kept up-to-date with new schedules as approved. C. Transmittal & Receipt Files- DGS Form 550-5

i.) Records Database- Starting 1998. An electronic, chronological database extracted from record transmittal forms prepared for DHMH shipments to the Records Center or Archives, including information of warehouse locations and accession numbers, disposal dates, etc. A periodic printout of select data is used for quick reference. It also includes information extracted from schedules, in schedule number sequence, which includes information on whether a schedule supersedes or is superseded by another schedule, approval dates, etc. ii.) Transmittal Master File- In batch number sequence, an annual binder of all transmittal forms prepared, batched chronologically for cross-reference, used to manage temporary in-house storage and shipment preparation. iii.) Completed Transmittal and Receipt File- Forms returned by records center with receipt and storage information are placed in folders in schedule number sequence, after data is entered into the Transmittal Index, and a copy is sent to the initiating unit. D. DHMH History File - Historic records transferred from component units which illustrate the development of the Department.

7. Record Series Format(s) List all Paper: Film / tape: Electronic: Ξ Letter Size Γ Film/Slides Γ Kept on Hard Drive (35mm, etc) ξ 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 Series Seque \$ Alphabetical	nce	9. Volume ξ 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 Γ Daily Γ Weekly × Monthly Γ Annually		12. File Becomes Inactive After Number	Γ Month(s) Γ Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 201 W. Preston St, Baltimore, MD 21201		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Γ Yes × No Agency/ Format		
15. Privacy / Access Restrictions Γ Yes ξ No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Lew(s) & Regulation(s)		16. Audit Requirements None ГInt ГLegislative ГFede		
17. Is an Index System used? If yes, explain briefly and describe requirements Г Yes Г No		new information as it becomes available. 7 B. Con amended or revised and destroying obsolete mat updating when amended or revised and destroyin needed for current business, whichever is later, th	ually, discard information which is no longer needed and update with ntinuous Record. Maintain as a perpetual file by updating when terial. 7 C.i. Continuous Record. Maintain as a perpetual file by ng obsolete material. 7 C.ii. Retain for three years, or until no longer hen destroy. 7 C.iii.) Continuous Record. Maintain as a perpetual file oying obsolete material. D. Retain permanently, transfer every five	
19. Name and Title of Preparer WALTER ZERRLAUT DHMH RECORDS OFFICER E-mail address: wzerrlaut@dhmh.state.md.us	20. Location: 201 WEST PRESTON STREET, BA Telephone Number# 410 767-359		21. Date MARCH 5, 2014	