DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2903
Page 1 of 6

Agency: Maryland Department of Health Division/Unit: Office of Boards and Commissions						
Item No.	Descript	ion	Retention			
This sched Commissio Administrat authorized used: 197, 208, 2 645A1, 645 706, 711, 9	ule does not apply to the Board in. This schedule was developed tive Records by the DHMH Heal schedules are in effect except to 246, 247, 341, 351, 448, 463, 465A2, 651, 661, 671, 672, 673, 6796, 1437, 1482, 1664, 1665, 16	I for use along with the Geth Profession Boards and the following which are sup 4, 603, 609, 610, 620, 621, 675, 656, 677, 678, 678, 65A1, 1769, 1846 and 229	eneral Schedule for Commissions. Previously erseded and may not be , 622, 624, 645, 645A, 9, 680, 681, 683, 684, 687, 93.			
	pproved by Department, Agency, Representative.	Schedule Authorized by Sta	22-16			
Typed Nam		Signature	13ah			

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No.2903

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Item	Description	Retention
No.		
1	MINUTES OF MEETINGS May include agendas, transcriptions of minutes of meetings and hearings, electronic record media such as audio or video tape. May be microfilmed or scanned to CD or secure database.	RETAIN PERMANENTLY and transfer paper copies to State Archives every five (5) years, with the exception that if records are scanned, scan to Maryland State Archives standards then destroy paper originals. For audio/visual and electronic media, Retain for five (5) years, then transfer to Maryland State Archives. If records are scanned or digitized from analog media, scanning or digitization should be done to Maryland State Archives standards and the original paper or analog media should be destroyed.
2	LICENSURE FILE – (NOTE: Privacy & Security) Including databases of licensed professionals, applications, registration, resumes, examinations, photos, license renewals, inquiries, CEU's, correspondence, references, and other data. May be microfilmed or scanned to CD or secure database.	Screen material annually. Inactive records or data identified during screening will be removed or flagged as inactive, retained for 20 years, then be destroyed; during this 20 year period, it may be stored at the State Records Center. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. 2903

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Item	Description	Retention
No. 3	COMPLAINT AND DISCIPLINARY FILE (NOTE: Privacy & Security) Including complaints, documentation, legal and/or criminal charges, hearing cases, settlements, advisory opinions, Final Orders, suspensions, revocations, Statements of Fact, etc. Maintain an active and closed case file. (May be grouped with Licensure File Series). A. Inactive Records B. Final Orders, Statements of Fact, and Opinions of the Attorney General	Screen material annually. A. Retain inactive records for 20 years, then destroy with the following exception: If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained 20 years. B. Retain Permanently, transfer to the Maryland State Archives every five years, if records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained permanently.
4	LICENSEE REGISTERS Ledgers, dating back to 1979 when the Boards first started, listing members of the profession licensed in Maryland including their names, license numbers, diplomas, and other information.	Retain files for 25 years, then destroy, with the following exception, If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained for 25 years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. 2903

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of

6

Item No.	Description	Retention
5	HISTORY FILE Including one copy of each publication issued by the unit, documentation (such as news clippings) on highly publicized cases or cases of significance, videotapes or CD's of broadcasts or events, annual reports, surveys, lists of current/past members of the Board/Commission. Information culled from other files during screening which has apparent historic value or significance that merits preservation	Retain for ten years, then transfer to the Maryland State Archives for permanent retention. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.
6	LEGISLATION FILE Information related to proposed or enacted legislation including supporting studies and research, statistical and financial analyses, impact statements, etc.	Retain for ten years, then screen annually and destroy when no longer needed for current business. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.
7	REGULATED BUSINESS FILE Includes applications, registration, licensing, inspections, renewals, and other monitoring data for businesses associated with the professions regulated by Boards or Commissions such as pharmacies, funeral homes, optometrists, hearing aid vendors, etc. Inactive Business License File including applications, renewals, etc.	Screen material annually, removing duplicate and outdated information and inserting new info when available. Inactive records identified during screening will be removed or flagged as inactive and separated into Items. Retain inactive files for 10 years, then destroy, with the following exception, If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained for 10 years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 7903

Item No.	Description	Retention
8	GENERAL FILE	Retain until administrative need ends then destroy.
	A. Transitory Correspondence: Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose. B. Administrative Correspondence Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work assigned, work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is essential to a core function of another series should follow the retention period for that series.	Retain for 5 years, then destroy. If records are scanned, scan to Maryland State Archives standards and then destroy paper originals; retain images for 5 years from date of original record and then destroy.
	C. Executive Correspondence Incoming and outgoing non-transitory, business-related correspondence of the agency director. These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency.	Retain until end of Executive Director's term, then scan and destroy paper originals. Retain images for 5 years and then transfer to Maryland State Archives.
	D. Subject Reference File	Retain for three years, then screen annually and destroy when no longer needed for current business. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. Z903

(Continuation Sheet)

Page 6 of 6

Item No.	Description	Retention		
	E. Database of information on profession and/or other businesses.	Retain for three years, then screen annually and delete data when no longer needed for current business.		
	F. Web page development files, including content pertaining to online transactions, research, brochures on the Board business, etc.	Retain for three years, then screen annually and destroy or delete data when no longer needed for current business. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.		
		•		

DHMH Instructions -Make a list of all files. Determine whether each is non-record material or both. Group into Record Series. Prepare a separate inventor each Record Series are to be tisted on a Sche	ory form ST/	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD		MDH RECORDS INVENTORY	
Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH Records Officer thru your Records Coordinator. JES		P.O. BOX 275 SSUP, MARYLAND 20794 (410) 799-1379	PAGE _ 1_ OF _ 8		
Department/Agency MARYLAND DEPARTMENT OF HEALTH	2. Office/Administration	MMISSIONS	3. Division/Ur	iit or Section	
DEFINITION - RECORD SERIES - A group of related records normally filed as	nd used as a unit for reference as well a	as retention and disposition purposes.			
4. Record Series Title MINUTES OF MEETINGS			5. Earliest Ye _2003_ to	ar/Latest Year - <u>2018</u> _	
6. Record Series Description (Briefly describe the types of information/docume	ents/forms found in the series. Include	the purpose or function of the series.)		-	
May include agendas, transcriptions of min May be microfilmed or scanned to CD or s	_	hearings, electronic record n	nedia suo	ch as audio or video tape.	
· · · · · · · · · · · · · · · · · · ·					
7. Record Series Format(s) List all Paper: Film / tape: Electronic:	8. Record Series Seque	ence	9. Volume	≘ File Drawer(s)	
Letter Size	Γ Alphabetical		E Microfilm Reel(s) _80		
(35mm, etc) f`Legal Size = Microfilm/	r Numerical				
ГRolls≘ ∃ Audio Tape Г Floppy Disk	x Chronological		10. Annual A	ccumulation	
Downs Back Sidde Team TOD DVD at	E. Consentiant			File Drawer(s) Minerally Regula	
「Bound Book 三 Video Tape 三 CD,DVD,etc	Γ Geographical		_10 _	E Microfilm Reel(s) Γ Computer Tape(s)	
「Cardx 「Other (specify)	Γ Other (specify)		Number	C Other (specify)	
11. File is Used Г Daily Г Weekly x Monthly Г Annually		12. File Becomes Inactive After <u>5</u> Γ Month(s) Number Ξ Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 4201 PATTERSON AVENUE, BALTIMORE AND OTHER LOCATIONS		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) F Yes x No Agency/Format			
		t res x No Agency/ Folitiat_		_	
15. Privacy / Access Restrictions x Yes \(\Gamma \) No Personal Medical \(\Gamma \) Proprietary \(\Gamma \) Classified \(\Quad \) Other Executive Sessi (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements x None l'Internal l'OIG l'Engistative l'Federal l'Independent			
http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmee	sings/CMA_FACLpm	<u> </u>			
17. Is an Index System used? If yes, explain briefly and describe requirement	ıls	18. Recommended Retention: In Office And In		•	
Γ' Yes ξ No		RETAIN PERMANENT			
		· · · · · · · · · · · · · · · · · · ·		, with the exception that if	
	records are scanned, scan to Maryland State Archives				
	standards then destroy par	_			
	electronic media, Retain for Maryland State Archives.	•	, -		
			gitization should be done to		
	Maryland State Archives	_			
	analog media should be de				
			<i>y</i>		
19, Name and Title of Preparer	20. Location:			21. Date	
WALTER ZERRLAUT	201 WEST PRESTON STREET, BA	ALTIMORE MO 21201		FEBRUARY 13, 2018	
MDH RECORDS OFFICER DESIGNEE	Telephone Number# 410 767-3598 Room# LL-5				

DHMH Instructions -Make a list of all files. Determine whether each is non-rec record material or both. Group into Record Series. Prepare a separate invente for each Record Series identified. All Record Series are to be listed on a Schofferm. Forward all Records Inventory forms with the proposed Schedule form 550-1) to the DHMH Records Officer thru your Records Coordinator.	of or both. Group into Record Series. Prepare a separate inventory form ST and Series identified. All Record Series are to be listed on a Schedule d all Records Inventory forms with the proposed Schedule form (DGS			MDH RECORDS INVENTORY GE _ 2_ OF _ 8	
Department/Agency MARYLAND DEPARTMENT OF HEALTH	(410) 799-1379 on/Board OMMISSIONS	3. Oivision/Ur	nit or Section		
4. Record Series Title LICENSURE FILE — (NOTE: Privacy &		ell as retention and disposition purposes.	5. Earliest Ye _1998_ to	ar/Letest Year	
6. Record Series Description (Briefly describe the types of information/docume Including databases of licensed professional inquiries, Continuing Education Unit's, consecure database.	ıls, applications, reg	istration, resumes, examinati		-	
7. Record Series Formal(s) List all Paper: Film / tape: Electronic: Eletter Size Film/Slides F Kept on Hard Drive (35mm, etc) Flegal Size & Microfilm/ F Computer Tape	8. Record Series Se xC Alphabetical	quence	9. Volume S File Drawer(s) Microfilm Reel(s) _500		
Microfiche FRolls ≅ FAudio Tape FFloppy Disk FBound Book FVideo Tape € CD,DVD,etc FCardx f*Other (specify)	Chronological Geographical Ghar (specify)	10. Annual Accumulation \$ File Drawer(s) \$\Gamma \text{ Microfilm Reel(s)} \\ \[\frac{75}{\text{Computer Tape(s)}} \\ \text{Number} \text{Other (specify)} \end{align*}		
11. File is Used X C Daily C Weekly Monthly C Annually		12. File Becomes Inactive After5 \(\Gamma \) Month(s) Number \(\Sigma \) Year(s)			
13. Current Location(s) (Bidg., Floor, Room) 4201 PATTERSON AVENUE, BALTIMORE AND OTHER LOCATIONS		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Γ Yes x No Agency/ Format			
15. Privacy / Access Restrictions Yes E No Personal Medical 「Proprietary 「Classified 「Other	16. Audit Requirements х None х Г Internal X ГОІG X Г Legislative Г Federal Г Independent				
17. Is an Index System used? If yes, explain briefly and describe requiremen	18. Recommended Retention: In Office And In Storage (Each Format) Screen material annually. Inactive records or data identified as obsolete during screening will be removed or flagged as inactive, retained for 20 years, then be destroyed; during this 20 year period, it may be stored at the State Records Center. If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained according to the above retention statement.				
19. Name and Title of Preparer WALTER ZERRLAUT MDH RECORDS OFFICER DESIGNEE	20. Location: 201 WEST PRESTON STREET, BALTIMORE MD 21201			21. Date FEBRUARY 13, 2018	

E-mail address: walter.zemlaut@maryland.gov

record material or both. Group into Record Series. Prepare a separate inventory form. STA 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 (OGS)			MENT OF GENERAL SERVICES	MDH RECORDS INVENTORY	
		ATE RECORDS CENTER 275 WATERLOO ROAD P.O. BOX 275 SSUP, MARYLAND 20794 (410) 799-1379	PAGE _ 3_ OF _ 8		
Department/Agency MARYLAND DEPARTMENT OF HEALTH	:	2. Office/Administration/ BOARDS & COM		3. Division/Ur	nit or Section
DEFINITION - RECORD SERIES - A group of related records normally filed at	nd used as a	unit for reference as well a	s retention and disposition purposes.		
4. Record Series Title COMPLAINT AND DISCIPLINARY FILE (NOTE: Pri	vacy & S	ecurity)		5. Earliest Ye _ <u>1998</u> _ to	ar/Latest Year <u>2018</u> _
6. Record Series Description (Briefly describe the types of information/docume	ents/forms for	und in the series. Include t	the purpose or function of the series.)		
Including complaints, documentation, le	egal ar	nd/or criminal	charges, hearing cases,	settlem	ents, advisory opinions,
Final Orders, suspensions, revocations	s, State	ements of Fac	ct, etc. Maintain an active	and clo	sed case file. (May be
grouped with Licensure File Series).					
A. Inactive Records	1				
_					
B. Final Orders, Statements of Fact, and Opin	ions of th	e Attorney Genera	al		
7. Record Series Format(s) List all		8. Record Series Seque	once	9. Volume	
Paper: Film / tape: Electronic:	1	o, necessa desires deque		S. VOIGING	≘ File Drøwer(s)
X C Letter Size F Film/Slides F Kept on Hard Drive (35mm, etc)		xF Alphabetical		_500	Γ Microfilm Reel(s) Γ Computer Tape(s)
XΓ Legat Size Γ Microfilm/ Γ Computer Tape	1	f* Numerical		Number	Control (specify)
Microfiche ↑ Rolls ≅		Chronological		10. Annual A	ccumulation
Г Bound Book Г Video Таре Г CD,DVD,etc		Γ Geographical			ξ File Drawer(s) Γ Microfilm Reel(s)
·	,	• .		_ <u>75</u>	Γ Computer Tape(s)
Γ Cardx Γ Other (specify)		C Other (specify)		Number	Γ Other (specify)
				<u>_</u>	
11. File is Used ξ Daily Γ Weekly Monthly Γ Annually	4		12. File Becomes Inactive After5		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
4201 PATTERSON AVENUE, BALTIMORE AND OTHER LOCATIONS			F Yes v No. Approvi Format		
			Γ Yes x No Agency/ Format_		
15. Privacy / Access Restrictions x Yes r No			16. Audit Requirements None x	Γinternal X	LOIG
x Personal F Medical F Proprietary F Classified F Other	a kani Drivet-	until care is made	X Г Legislative Г	Federal [Independent
(If Yes, cite Law(s) & Regulation(s) Personnel being investigated should be public.	e kepi Private	unii case is made			
17. Is an Index System used? If yes, explain briefly and describe requiremen	nts		18. Recommended Retention: In Office And In Storage (Each Format) Screen material annually.		
			A. Retain inactive records for 2	•	•
Γ Yes ξ No			exception: If records are scanne		•
			standards and destroy paper or	_	•
			B. Retain Permanently, transfe		•
			years, if records are scanned, scan to Maryland State Archives standards and destroy paper origina's; scans will be retained permanently.		
			and destroy paper originals; sca	arıs Will De I	етатео регтапениу.
19. Name and Title of Preparer	20. Locati	on:	· · · · · · · · · · · · · · · · · · ·		21. Date
WALTER ZERRLAUT	201 WES	ST PRESTON STREET, BA	ALTIMORE MD 21201		FEBRUARY 13, 2018
MDH RECORDS OFFICER DESIGNEE Telephone Number# 410 767-3598 Room # ROOM LL-S					

DHMH Instructions -Make a list of all files. Determine whether each is non-record material or both. Group into Record Series. Prepare a separate inventor or each Record Series identified. All Record Series are to be listed on a Sche Form. Forward all Records Inventory forms with the proposed Schedule form 550-1) to the DHMH Records Officer thru your Records Coordinator.	ry form ST cule 7 (DGS	MENT OF GENERAL SERVICES TATE RECORDS CENTER 1275 WATERLOO ROAD P.O. BOX 275 SSUP, MARYLAND 20794 (410) 799-1379	•	MDH RECORDS INVENTORY GE _ 4_ OF _ 8	
1. Department/Agency MARYLAND DEPARTMENT OF HEALTH	2. Office/Administration BOARDS & CO	/Board	3. Division/U	nit or Section	
DEFINITION - RECORD SERIES - A group of related records normally filed and 4. Record Series Title LICENSEE REGISTERS	as retention and disposition purposes.	s retention and disposition purposes. 5. Earliest Year/Latest Year			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Ledgers, dating back to 1979 when the Boards first started, listing members of the profession licensed in Maryland including their names, license numbers, diplomas, and other information.					
7. Record Series Formal(s) List all Paper: Film / tape: Electronic: xLetter Size D Film/Slides D Kept on Hard Drive (35mm, etc) D Legal Size D Microfilm/ D Computer Tape	8. Record Series Sequence xD Alphabetical		9, Votume x File Drawer(s) Microfilm Reel(s) _20		
Microfiche □ Rolls□ □ Audio Tape □ Floppy Disk X□ Bound Book □ Video Tape □ CD,DVD,etc □ Card □ Other (specify)	Chronological Geographical			al Accumulation x Fite Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used D Daily O'Weekly x Monthly D Annually		12. File Becomes Inactive After _5 Number	□ Month(: X Year(:		
13. Current Location(s) (Bidg., Floor, Room) 4201 PATTERSON AVENUE, BALTIMORE AND OTHER LOCATIONS		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes x No Agency/ Format			
15. Privacy / Access Restrictions Yes x No Personal Medical © Proprietary © Classified COther (If Yes, cite Law(s) & Regulation(s) PERSONNEL RESS	16. Audit Requirements x None Internal OIG Legislative Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requiremen	18. Recommended Retention: In Office And In Storage (Each Formal) Retain files for 25 years, then destroy, with the following exception, If records are scanned, scan to Maryland State Archives standards and destroy paper originals; scans will be retained for 25 years, then destroy.		roy, with the following scan to Maryland State per originals; scans will be		
19. Name and Tille of Preparer WALTER ZERRLAUT MDH RECORDS OFFICER DESIGNEE	20. Location: 201 WEST PRESTON STREET, B Telephone Number# 410 767-35	ALTIMORE MO 21201	·	21. Date FEBRUARY 13, 2018	

DGS 550-4 (MDH Rev. 2002)

E-mail address: walter.zemlaut@maryland.gov

					
DHMH Instructions -Make a list of all files. Determine whether each is non-rec	•	IMENT OF GENERAL SERVICES		MDH RECORDS INVENTORY	
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		STATE RECORDS CENTER 7275 WATERLOO ROAD			
Form. Forward all Records Inventory forms with the proposed Schedule form 550-1) to the DHMH Records Officer thru your Records Coordinator.	· .	P.O. BOX 275 JESSUP, MARYLAND 20794		GE _ 5_ OF _ 8	
330-1) to the Diffusi records officer that you records occurred.		(410) 799-1379			
1. Oepartment/Agency	2. Office/Administration BOARDS & CO		3. Division/Ur	nit or Section	
MARYLAND DEPARTMENT OF HEALTH					
DEFINITION - RECORD SERIES - A group of related records normally filed a	nd used as a unit for reference as we	l as retention and disposition purposes.			
4. Record Series Title HISTORY FILE			Earliest Year/Latest Year 2003_ to2018_		
	:			·- <u></u>	
Record Series Description (Briefly describe the types of information/document of the control of the contro			news cli	nnings) on highly	
publicized cases or cases of significan	-	•	· ·		
•	•			• • •	
of current/past members of the Board/	Commission. Inforr	nation culled from other fil	es durin	g screening which has	
apparent historic value or significance	that merits preserv	ation			
			Ι	<u>,,,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	
7. Record Series Format(s) List all Paper: Film / tape: Electronic:	8. Record Series Seq	uence	9. Volume	ξ File Drawer(s)	
ξLetter Size ξFilm/Slides Γ Kept on Hard Drive	r Alphabetical		45	F Microfilm Reel(s)	
(35mm, etc) § Legal Size	C Numerical		<u>15</u> Number	Γ Computer Tape(s) Γ Other (specify)	
Microfiche ΓRolls≅ ξ Audio Tape ΓFloppy Disk	x Chronological		10, Annual A	ccumulation	
F Bound Book & Video Tape & CD,DVD,etc	Γ Geographical		ξ File Drawer(s) Γ Microfilm Reel(s)		
			_3	Computer Tape(s)	
Card Cother (specify)	C Other (specify)		Number	Γ Other (specify)	
	<u> </u>	<u> </u>	_		
11. File is Used		12. File Becomes Inactive After10 Number	Γ Month(Ξ Year(s	• •	
	·	, Rumber	= rear(s		
13. Current Location(s) (Bldg., Floor, Room)	•	14. Is Record Series Duplicated Elsewhere?	(If yes, specify	agency or office.)	
4201 PATTERSON AVENUE, BALTIMORE AND OTHER LOCATIONS		Γ Yes x No Agency/Format			
15. Privacy / Access Restrictions Yes x No		16. Audit Requirements x None Finternat FOIG			
Personal Medical I Proprietary I Classified I Other (If Yes, cite Law(s) & Regulation(s)		Γ Legislative Γ F	ederal Γli	ndependent	
17. Is an Index System used? If yes, explain briefly and describe requiremen	nts	18. Recommended Retention: In Office And In Storage (Each Format) Retain for ten			
Γ Yes ξ No		years, then transfer to the Maryland State Archives for			
		permanent retention. If records are scanned, scan to			
	'		ards and destroy paper		
			according to the above		
		. Clairiet	according to the above		
	retention statement.				
19. Name and Title of Preparer	20. Location:	<u> </u>		21 Data	
WALTER ZERRLAUT	201 WEST PRESTON STREET,	BALTIMORE MD 21201		21. Date FEBRUARY 13, 2018	
MDH RECORDS OFFICER DESIGNEE	Telephone Number# 410 767 /	E09 Doom # 115		1	

DGS 550-4 (MDH Rev. 2002)

E-mail address: KRAVITZT@DHMH.STATE.MD.US

DHMH Instructions—Make a list of all files. Determine whether each is non-recor record material or both. Group into Record Series. Prepare a separate inventor for each Record Series identified. All Record Series are to be listed on a Sched Form. Forward all Records Inventory forms with the proposed Schedule form. (I 550-1) to the DHMH Records Officer thru your Records Coordinator.	y form ST ule 7 DGS	MENT OF GENERAL SERVICES 'ATE RECORDS CENTER '275 WATERLOO ROAD P.O. BOX 275 SSUP, MARYLAND 20794	PA	MDH RECORDS INVENTORY
Department/Agency MARYLAND DEPARTMENT OF HEALTH	2. Office/Administration BOARDS & CO		3. Division/U	nit or Section
DEFINITION - RECORD SERIES - A group of related records normally filed and	l used as a unit for reference as well	as retention and disposition purposes.		
4. Record Series Title LEGISLATION FILE			5. Earliest Ye _2008_ to	ear/Latest Year p_2018_
6. Record Series Description (Briefly describe the types of information/document Information related to proposed or enac financial analyses, impact statements, e	ted legislation inclu		and rese	earch, statistical and
7. Record Series Format(s) List all Paper: Film / tape: Electronic: X 「Letter Size 「Film/Slides 「Kept on Hard Orive (35mm, etc) 「Legal Size 「Microfilm》 「Computer Tape	8. Record Series Sequence Χ Γ Alphabetical		9. Volume	ξ File Drawer(s) Γ Microfilm Reel(s) Γ Computer Tape(s) Γ Other (specify)
Microfiche FRolls = FAudio Tape FFloppy Disk FBound Book FVideo Tape FCD,DVD,etc FCard FOther (specify)	Chronological Cheographical Cother (specify)		10. Annual A	
11. File is Used		12. File Becomes Inactive After5 Number	Γ Month(: Ξ Year(· ·
13. Current Location(s) (Bldg., Floor, Room) 4201 PATTERSON AVENUE, BALTIMORE AND OTHER LOCATIONS		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Г Yes X No Agency/ Format		
15. Privacy / Access Restrictions Yes X No Personal Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements x None Finternal FOIG FLegislative F Federal Findependent			
17. Is an Index System used? If yes, explain briefly and describe requirements	•	18. Recommended Retention: In Office And In Storage (Each Formal) Retain for ten years, then screen annually and destroy		
Γ Yes X No		when no longer needed for current business. If records		
		when no longer neede	u ior cur	rent business. It records
	are scanned, scan to N	/laryland	State Archives	
	standards and destroy	paper o	riginals; scans will be	
	retained according to the	he abov	e retention statement.	
19. Name and Title of Preparer WALTER ZERRLAUT MDH RECORDS OFFICER DESIGNEE E-mail address: walter.zerflaut@maryland.gov	20. Location: 201 WEST PRESTON STREET, B Telephone Number# 410 767-35			21. Date FEBRUARY 13, 2018

E-mail address: walter.zer

							
DHMH Instructions -Make a list of all files. Determine whether each is non-rec	ord DEDART	MENT OF GENERAL SERVICES		MDH RECORDS INVENTORY			
record material or both. Group into Record Series. Prepare a separate inventor		ATE RECORDS CENTER		IIIDII MEGGINE III EIGINE			
for each Record Series identified. All Record Series are to be listed on a Scho	· I	275 WATERLOO ROAD					
Form. Forward all Records Inventory forms with the proposed Schedule form	(DGS	P.O. BOX 275	PA	GE_7_ OF _8			
550-1) to the DHMH Records Officer thru your Records Coordinator.	, JE:	SSUP, MARYLAND 20794					
	1	(410) 799-1379					
	2. Office/Administration	/Board					
1. Department/Agency	BOARDS & CO	MMISSIONS	3. Division/Ur	nit or Section			
MARYLAND DEPARTMENT OF HEALTH	L		<u></u>				
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
4. Record Series Title	:		E Codicat Va	nesti stoot Vegs			
REGULATED BUSINESS FILE	5. Earliest Year/Latest Year						
TRESOLATED DOGINESS TIEE			_ <u>,,,,,</u> ,	· - <u></u>			
Record Series Description (Briefly describe the types of information/docum	ents/forms found in the series. Include	the purpose or function of the series.)					
Includes applications, registration, licensing, inspections, renewals, and other monitoring data for businesses associated with the professions regulated by							
		_		The professional regulation 2,			
Boards or Commissions such as pharmacies, funeral	· •	•					
Inactive Business License File including applications, renewals, etc.							
	·			_			
	· " ·]						
7. Record Series Format(s) List all	8. Record Series Sequi	ence	9. Volume				
Paper: Film / tape: Electronic: X Letter Size Film/Slides Kept on Hard Drive	C. Alababatical			X File Drawer(s) Microfilm Reel(s)			
X D Letter Size D Film/Slides D Kept on Hard Drive (35mm, etc)	☐ Alphabetical		_125	Computer Tape(s)			
□ Legal Size □ Microfilm/ □ Computer Tape) Numerical		Number	Other (specify)			
Microfiche							
🗆 RoilsO 🗇 Audio Tape 🕦 Floppy Disk	X Chronological		10, Annual A	ccumulation			
				x File Drawer(s)			
☐ Bound Book ☐ Video Tape ☐ CD,DVD,etc	 Geographical 			Microfilm Reel(s)			
			_ <u>20</u>	Computer Tape(s)			
Card Other (specify)	Other (specify)		Number	□ Other (specify)			
<u>-</u>	· 1		<u>. </u>				
11. File is Used Daily X Weekly Monthly Annually	12. File Becomes Inactive After5 Month(s)						
		Number	X Year(s	3)			
	<u></u>	<u> </u>					
40.0		AA 45 Baard Online Dominated Flourising	06				
13. Current Location(s) (Bidg., Floor, Room) 4201 PATTERSON AVENUE, BALTIMORE AND OTHER LOCATIONS	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
42011 KITEKSON KYLNOC, BAETIMOKE AND OTHER COOKTONS		☐ Yes X No Agency/ Format					
3 133 A NO Agency Contract							
15. Privacy / Access Restrictions Yes X No		16. Audit Requirements x None □ Internat □ OIG					
Personal Medical Proprietary Classified Other		© Legislative □ Federal □ Independent					
(If Yes, cite Law(s) & Regulation(s)							
17. Is an Index System used? If yes, explain briefly and describe requirement	18. Recommended Retention: In Office And In Storage (Each Format)						
The second secon	Screen material annually, removing duplicate and outdated information and						
□ Yes X □ No	inserting new info when available. Inactive records identified during						
	screening will be removed or flagged as inactive and separated into Items.						
	Retain inactive files for 10 years, then destroy, with the following exception, If						
	records are scanned, scan to Maryland State Archives standards and destroy						
	paper originals; scans will be retained for 10 years, then destroy.						
	_	p_po. ogc.a, add. to mill bo to					
19. Name and Title of Preparer	20. Location:	<u> </u>		<u> </u>			
	- 1			21. Date			
WALTER ZERRLAUT	201 WEST PRESTON STREET, BALTIMORE MD 21201			FEBRUARY 13, 2018			
MDH RECORDS OFFICER	98 Room # LL-5		·				
II				i			

E-mail auu. 02.
DGS 550-4 (MDH Rev. 2002)

OHMH Instructions -Make a list of all files. Determine whether each is non-rec record material or both. Group into Record Series. Prepare a separate inventor each Record Series are to be listed on a Sche	ry form ST	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1379		MDH RECORDS INVENTORY			
Form. Forward all Records Inventory forms with the proposed Schedule form 550-1) to the DHMH Records Officer thru your Records Coordinator.	(DGS			PAGE _ 8_ OF _ 8			
1. Department/Agency MARYLAND DEPARTMENT OF HEALTH	2. Office/Administration BOARDS & CO		3. Division/Unit or Section				
DEFINITION - RECORD SERIES - A group of related records normally filed a	nd used as a unit for reference as well a	es retention and disposition purposes.					
4. Recard Series Title GENERAL FILE			5. Earliest Ye2013_ to				
Record Series Description (Briefly describe the types of information/docume A. Transitory Correspondence: Incoming and outgoing correspondence: Incoming and outgoing correspondence: Incoming and outgoing correspondence:	spondence related to matters o	f short term interest. Transmittal correspo		· ·			
external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or							
purpose. 8. Administrative Correspondence Incoming and outgoing business-related correspondence created in the course of administrating agency functions and programs.							
Administrative correspondence documents work assigned, work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is essential to a core function of another series should follow the retention period for							
that series. C. Executive Correspondence Incoming and outgoing non-transitory, business-related correspondence of the agency director. These records document executive							
decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency. D. Subject Reference File. E.							
Database of information on profession and/or other businesses. F. Web page development files, including content pertaining to online transactions, research, brochures on the Board							
business, etc.							
The state of the Control of the state of the	a 0 0 0		9. Volume				
7. Record Series Format(s) List all Paper: Film / tape: Electronic:	8, Record Series Sequi	ence	9. VQIUMA	≘ File Drawer(s)			
X C Letter Size Film/Slides S Kept on Hard Drive	Γ Alphabeticat	Γ Alphabetica l		Г Microfilm Reel(s)			
(35mm, etc) F Legat Size F Microfilm/ F Computer Tape	f Numerical	C Numerical		Γ Computer Tape(s) Γ Other (specify)			
Microfiche	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, namened					
FRolls≊ f`Audio Tape FFloppy Disk	X Chronological	X Chronological		10. Aπnual Accumulation ☐ File Drawer(s)			
Γ Bound Book Γ Video Tape Ξ CD,DVD,etc	Г Geographical	Г Geographical		「 Microfilm Reet(s)			
Card C Other (specify)	Γ Other (specify)	C Other (specify)		Γ Computer Tape(s) Γ Other (specify)			
	,,,,						
···		<u></u>					
11. File is Used Γ Daily Χ Γ Weekly Monthly Γ Annually		12. File Becomes fnactive After3 F Month(s)					
		Number Ξ Year(s)					
45 Council assissed. (Flat. Flat. Pass)							
Current Location(s) (Bidg., Floor, Room) PATTERSON AVENUE, BALTIMORE AND OTHER LOCATIONS	14. Is Record Series Dupl cated Elsewhere? (If yes, specify agency or affice.)						
	ſ Yes X № Agency/ Format						
15. Privacy / Access Restrictions Yes E No Personal Medical © Proprietary © Classified COther	16. Audit Requirements x None filntema! FOIG Flegislative F Federal Filndependent						
(If Yes, cite Law(s) & Regulation(s)							
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention: In Office And In Storage (Each Format) A. Retain until administrative need ends then destroy. B. Retain for 5 years, then destroy. If records are scanned, scar to Maryland State Archives standards and then destroy paper originals;					
Γ Yes Ξ No		retain images for 5 years from date of original record and then destroy. C. Retain until end of					
	Executive Director's term, then scan and destroy paper originals. Retain images for 5						
	years and then transfer to Maryland State Archives. D. Retain for three years, then						
	screen annually and destroy when no longer needed for current business. If records are						
	scanned, scan to Maryland State Archives standards and destroy paper originals; scans						
	will be retained according to the above retention statement. E. Retain for three years, then screen annually and delete data when no longer needed for current business.						
	F.Retain for three years, then screen annually and destroy or delete data when no longer						
	needed for current bus ness. If records are scanned, scan to Maryland State Archives						
	standards and destroy paper originals; scans will be retained according to the above						
	retention statement.						
19. Name and Title of Preparer	20. Location:			21. Date			
WALTER ZERRLAUT	Z01 WEST PRESTON STREET. B	NEST PRESTON STREET, BALTIMORE NID 21201		FEBRUARY 13, 2018			
MDH RECORDS OFFICER DESIGNEE	Telephone Number# 410 767-3598 Room # LL-5						

E-mail address walter.zemlaut@maryland.gov