

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

Schedule No. C1134

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**Agency- Montgomery County
Department of Health and Human Services**

Division/Unit

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	<p><u>Acronym List</u></p> <ul style="list-style-type: none"> • A&D- Aging & Disability Services • AAA- Area Agency on Aging • AAHI- Asian American Health Initiative • AAS- Adult Addition Services • ABH- Adult Behavior Health • ABHS- Access to Behavioral Health Services • ACCU- Administrative Care Coordination Unit • ADA- Americans with Disabilities Act • ADL- Activities of Daily Living • ADPIC/FAMIS- Montgomery County Government retired Financial System • ADRU- Aging & Disability Resource Unit • ADS- Aging and Disability Services • AERS- the Adverse Event Reporting System (AERS) is a computerized information database designed to support the FDA's post-marketing safety surveillance program for all approved drug and therapeutic biologic products. • AFDC- Aid to Families with Dependent Children • AFR- Assistance Request Form • AFS- Automated Financial System • AIF- Application Integration Framework (Client Database) • ALF- Assisted Living Facility • AMX- American Express • APC- Advance Practice Center • APP- Abused Persons Program • APS- Adult Protective Services • ARRA- American Recovery and Reinvestment Act (ARRA) • ASC- Ambulatory Surgical Center • ASO- Administrative Service Organization • AVATAR- Medical billing software • BAITs- Budget and Information Technology System • BBP- Blood borne Pathogen • BHCS- Behavioral Health and Crisis Services • BPREP- Name of budget software used by MC • BRFSS - Behavioral Risk Factor Surveillance System • BTC - Break the Cycle • BUCS- Budget Update Control System • CAB- Community Action Board • CAMHS- Child and Adolescent Mental Health Services 	

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- CAO- Chief Administrative Officer
- CARES- Crisis and At Risk for Escalation Diversion Services (State Database)
- CASCBS – Child and Adolescent School and Community-Based Services
- CAT- Community Action Team
- CATI-Computer Assisted Telephone Interview Software
- CATS- Clinical Assessment and Triage Services
- CAW- Contract Action Worksheet
- CC- Crisis Center
- CCATS- Childcare Administration Tracking Systems
- CCMS- Community Case Management Services
- CD&E- Communicable Disease and Epidemiology
- CE- County Executive
- CFK- Care for Kids (Montgomery County Program)
- CHAN- Children's Health Alert Network
- CHESSIE- Maryland Children's Electronic Social Services Information Exchange
- CHIP- Community Health Improvement Process
- CHN – Community Health Nurse(s) (Nursing)
- CICB- Criminal Injuries Compensation Board
- CIP- Capital Improvement Project
- CIS – Client Identification System (part of CARES)
- CJBHS- Criminal Justice Behavioral Health Services
- CLIG- Consolidated Local Implementation Grant
- CMT- Certified Medication Technician
- CNA- Certified Nursing Assistant
- COG- Council of Governments
- COMAR- Code of Maryland Regulations
- CON- Certificate of Need
- COOP- Continuity of Operations Plan
- CQI- Continuous Quality Improvement
- CRES- Community Re-entry Services
- CRF- Cigarette Restitution Fund
- CRI- Cities Ready Initiative
- CRS- Client Record System
- CSA- Core Service Agency
- CSA/SPM- Core Service Agency, System Planning and Management
- CSPD- Comprehensive System of Personnel Development
- CSS- Community Support Services
- CWS- Child Welfare Services
- CYFS- Children Youth and Family Services

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- DACCT- Dedicated Administrative Care Coordination Team
- DAHC- Dennis Avenue Health Clinic
- DDA- Developmental Disabilities Administration
- DEAP - DEAP Form 340 -Leon Hasnain-
- DESC- Developmental Evaluation Services of Children
- DEWS- Division of Eligibility Services
- DHHS- Department of Health and Human Services
- DHMH/OA- Department of Health & Mental Health Hygiene/Older Adults
- DHMH/WAI- Wavier of Older Adults
- DHR/CIS- Department of Human Resources/Client Information System
- DHR/CSA- Department of Human Resources/Community Services Administration
- DOCR- Department of Corrections
- DTS- Department of Technology Services
- DV- Direct Vouchers
- EAFC – Emergency Assistance to Families with Children (State of Maryland funded grant)
- ECS- Early Childhood Services
- EMEAN- Eastern Montgomery Emergency Assistance network
- ES – Emergency Services program or grant
- ESSENCE-Electronic Surveillance System for the Early Notification of Community-based Epidemics Software
- EUSP- Electric Universal Services Program
- EVRS- Electronic Vital Records System
- EVS-Eligibility Verification System
- FA- First Aid
- FFI- Future Financial Impact
- FFP- Federal Financial Participation
- FIA IM Family Investment Administration Income Maintenance
- FIMR- Fetal and Infant Mortality Review Board
- FIP- Family Investment Program
- FSS – Family Self-Sufficiency Program (HUD funded program that HHS does in partnership with Housing Opportunities Commission [HOC])
- FTHP- Foreign Training Health Professionals
- FY- Fiscal Year
- GES- Geriatric Evaluation Services
- GHC- Germantown Health Center
- HAACP- Hazard Analysis Critical Control Point
- HATS- An integrated management information system, maintained by the University of Maryland.
- HB- House Bill
- HBCW- Home and Community Based Waiver
- HCFA- Healthcare Financing Administration

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- HHS- Health & Human Services
- HIDTA- High Intensity Drug Trafficking Area
- HIMS- Health Information Management System
- HIPAA- Health Insurance Portability and Accountability Act
- HO – Health Officer
- HOC – Housing Opportunities Commission
- HOC- Housing Opportunity Commission
- HSCRC- Health Service Cost Review Commission
- HSS- Housing Stabilization Services
- HUD- Housing & Urban Development
- ICF-MR- Intermediate Care Facility for the Mentally Retarded
- IEP/IFSP- Individual Education Plan/ Individualized Family Service Plan
- IFSP Individualized Family Service Plan
- IHAS- In Home Aid Service
- IHAS- In-home Aide Services
- IP- Individualized Plan
- IRB- Internal Review Board
- ISS- Individual Support Services
- IT- Information Technology
- JAS- Jail Addiction Services
- JDE- J. D. Edwards
- LEP- Limited English Proficiency
- LHI- Latino Health Initiative
- LICC- Local Interagency Coordinating Council
- LMRC- Labor Management Relations Commission
- LOC- Level of Care
- LOCATE- Maryland State Dept. of Education software program- Locate Child Care
- LTCF- Long Term Care Facility
- LTL- Linkages to Learning
- MA- Medical Assistance
- MACHO- Maryland Association of County Health Officers
- MALTC- Medical Assistance Long Term Care
- MAPC- Medical Assistance Personal Care
- MC- Montgomery County
- MCC- Maryland Committee for Children
- MCCATS- Montgomery County Consulting And Technical Services
- MCCF- Montgomery County Correctional Facility
- MCDHHS- Montgomery County Department of Health and Human Services
- MCHP/FAC- Maryland Children's Health Program/Family's & Children
- MCITP- Montgomery County Infant and Toddler Program
- MCO – Managed Care Organization

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- MD- Medical Doctor
- MDOA- Maryland Department of Aging
- MEAP- Maryland Energy Assistance Program
- MHA/OHCQ- Mental Health Administration/Office of Health Care Quality
- MMAC- Maryland Medicaid Advisory Committee
- MMSE- Mini-Mental State Exam
- MNCPPC- Maryland National Capital Park and Planning
- MOPP- Manual of Policy & Procedures
- MOTA- Minority Outreach Technical Assistance
- MOU- Memorandum of Understanding
- MPRA – Maryland Prenatal Risk Assessment
- MRSA- Methicillin-Resistant Staphylococcus Aureus
- MSDE- Maryland State Department of Education
- MT- My Turn
- MUSST- Ministries United Silver Spring Takoma Park
- NACCHO- National Association of County and City Health Officials
- NIMS- National Incident Management System
- NODA- Notice of Disciplinary Action
- NOPP- Notice of Privacy Practices
- OAS- Outpatient Addiction Services
- OAW- Older Adults Waiver
- OB- Obstetrics
- OCOO- Office of the Chief Operating Officer
- ODO- Otherwise Disposed Of
- OMB- Office of Management and Budget
- OMS- Occupational Medical Services
- OTHS- Office of Technology for Human Services
- P&P- Policy & Procedures
- PACS- Planning, Accountability and Customer Service
- PAF- Personnel Action Form
- PATH- Projects for Assistance in Transition from Homelessness (Federal Agency)
- P-CARD- Purchase Card
- PCIS-II- Provider Consumer Information System
- PHS- Public Health Services
- PIP- Performance Improvement Plan
- PMF- Position Management Form
- PMU- Program Monitoring Unit
- PO- Purchase Order
- POC- Purchase of Care
- POMAS- Program Operation and Monitoring Activity Schedule

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- PPEF- Performance Planning & Evaluation Forms
- PQI- Performance Quality Improvement
- QSR- Quality Service Review
- RAP- Rental Assistance Program
- REC - Recreation
- RFP- Request for Proposal
- RIG- Rabies Immune Globulin
- RN- Registered Nurse
- RRP- Residential Rehabilitation Programs
- SAFE C- State of Maryland Home Safety Assessment Form
- SAMIS- Substance Abuse Management Information System
- SAMSHA- Substance Abuse and Mental Health Services Administration (Federal Agency)
- SAS- Business analytics and business intelligence Software used for statistics
- SASCA- Screening and Assessment Services for Children and Adolescents
- SASW- Substance Abuse Services for Women
- SASW- Substance Abuse Services for Women
- SBHC- School Based Health Center
- SCHN- School Community Health Nurse
- SHES LTL- Summit Hall Elementary Linkages to Learning
- SHRA- School Health Room Aide
- SHRA- School Health Room Assistant
- SHS- School Health Services
- SHS- School Health Services
- SLT- Senior Leadership Team
- SMART- Statewide Maryland Automated Record Tracking system is a web-based tool that provides a consent-driven client tracking system
- SMILE- Start More Infants Living Equally Healthy Program
- SNHS- Special Needs Housing Services
- SNP- Senior Nutrition Program
- SNS- Strategic National Stockpile
- SOC- Statement of Charges
- SOPP- Standard Operating Procedures & Policies
- SOR- Statement of Responsibilities
- SORT- Senior Outreach Team
- SP- Service Point (Homeless Client Software)
- SPM- System Planning & Management
- SPSS- Statistical Software
- SS- Social Security
- SSI/SSA- Supplemental Security Income/Social Security Administration

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- SSS- Specialized Senior Services
- SSTA- Social Services to Adults
- SSTA/APS- Social Services to Adults / Adult Protective Services
- SSTS- Social Services Time Study
- STD Sexually Transmitted Diseases
- STEPS- Statewide Evaluation and Planning Services
- SW- Social Worker
- TAD/CIS- Turn around document/Client Information SystemTB Tuberculosis
- TANF- Temporary Assistance for Needy Families
- TCA- Temporary Case Assistance
- TCM- Targeted Case Management
- TDAP- Temporary Disability Assistance Program
- UMP- Urine Monitoring Program
- UNITED- Unified Intake , Triage, Evaluate and Direct Services System
- UOR- Under One Roof
- VASAP- Victim Assistance and Sexual Assault Services
- VITA- Voluntary Income Tax Assistance
- VPI- Violence Prevention Initiative
- VPN- Virtual Private Network
- WAGs – Welfare Avoidance Grant (a grant that a TANF or TCA eligible household can receive instead of the monthly TANF/TCA grant if the customer can start or continue employment)
- WORKS- Eligibility Software

DGS 550-1A

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Division/Unit ADS
Administrative Records

Item No.	Description	Retention
1 -- 1	<p><u>Dietetic Internship</u></p> <p>Senior Nutrition Program</p> <p>Administrative - Dietetic interns from the University of Maryland and several other programs spend several days or weeks with SNP staff where they learn about nutrition and aging in the community. Records include powerpoint presentations, educational materials, and performance evaluations.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 2	<p><u>Transportation Meetings/Policies</u></p> <p>Senior Nutrition Program</p> <p>Administrative - Meetings occur once per month between the Department of Transportation, the Recreation Department and Health and Human Services to discuss senior transportation to senior centers and grocery shopping. Records include meeting agendas, policies and procedures, and ridership data.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Administrative Records

Item No.	Description	Retention
1 -- 3	<p><u>In-Home Aide Service (IHAS) Program Material</u></p> <p>Home Care Services</p> <p>Administrative - Includes program Standard Operating Procedures, program initiatives, client resource material, etc.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 4	<p><u>Farmers Market Coupon Distribution</u></p> <p>Senior Nutrition Program</p> <p>Administrative - Farmers Market Coupon Distribution records- A limited number of free farmer's market coupon books were distributed to low-income seniors in Montgomery County . The coupons could be used at farmer's markets in Montgomery County between June 1 and October 31, 2010. Coupon books will be distributed on a first-come, first-served basis at community centers around the County. These records track that distribution process.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Administrative Records

Item No.	Description	Retention
1 -- 5	<p><u>Nutrition Education</u></p> <p>Senior Nutrition Program</p> <p>Nutrition education programs from a registered dietician are a required part of the Senior Nutrition Program. Records include descriptions of programs, handouts, and schedule of presentations that are delivered at senior centers and other lunch sites in the County.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 6	<p><u>Program Management</u></p> <p>Senior Nutrition Program</p> <p>Administrative - establish policies and procedures for Senior Nutrition Program that meet Maryland Dept. Aging and Older Americans Act requirements</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Division/Unit **ADS**
Administrative Records

Item No.	Description	Retention
1 -- 7	<p><u>Program Correspondence</u></p> <p>Senior Nutrition Program</p> <p>Administrative - Manage Senior Nutrition Program interactions with Maryland Dept. Aging, manage contracts for SNP</p>	<p>Contract records retain 5 years or until all audit requirements are met, whichever is later, then destroy. Correspondence-Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 8	<p><u>Accreditation Record</u></p> <p>AERS Program</p> <p>Administrative - Adult Evaluation Review System Council on Accreditation record</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 9	<p><u>Group Senior Assisted Housing Facility Enrollment</u></p> <p>Senior Community Program</p> <p>Administrative files detailing enrollment in group senior assisted housing facilities.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 10	<p><u>Section operational and administrative records</u></p> <p>APS and Care Management</p> <p>Administrative - Program policy and tracking records, statistical reports, emergency preparedness, accreditation</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 11	<p><u>Program Statistics</u></p> <p>Continuing APS and Public Guardianship</p> <p>Administrative - Monthly Statistics include numbers of clients served, lists of guardianship clients, number of home visits made, new clients, terminated clients, etc. This information is required by the Maryland Department on Aging for funding.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Administrative Records

Item No.	Description	Retention
1 -- 12	<p><u>Inservice Training</u></p> <p>Ombudsman</p> <p>Administrative - Monthly Inservice Training Content & Attendance for two groups of staff and volunteers</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 13	<p><u>Senior Care Statistics Database</u></p> <p>Senior Care</p> <p>Financial - Demographics/Services/Statistics to generate Senior Care reports</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 14	<p><u>Accreditation</u></p> <p>APS Program</p> <p>Other - Accreditations/SOPP/APS Manual</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 15	<p><u>Senior Care/SSTA/APS</u></p> <p>Senior Care/SSTA/APS</p> <p>Administrative and Other - SOPP's Standard operating policies and procedures</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 16	<p><u>Senior Nutrition Hotline</u></p> <p>Senior Nutrition Program</p> <p>Administrative - record of calls received, may include telephone number initiating call, length of call, response or other data.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Division/Unit BHCS
Administrative Records

Item No.	Description	Retention
1 -- 17	<p><u>Senior Consultation Records</u></p> <p>Mental Health Services for Seniors and Persons with Disabilities</p> <p>Administrative: Consultations provided by Sybil Greenhut to A&D and other service areas.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 18	<p><u>CJBHS - Performance Measures</u></p> <p>Criminal Justice Behavioral Health Services (CJBHS)</p> <p>Administrative: Monthly Management Report Data and the Annual Recidivism Program Measure for all three programs, Clinical Assessment and Triage Services, Community Re-Entry Services and Jail Addiction Services</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 19	<p><u>Data Report Records</u></p> <p>Behavioral Health and Crisis Services (BHCS)</p> <p>Administrative: Monthly BHCS Chief's Reports with program area updates</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 20	<p><u>Psychiatric Services Administrative Records</u></p> <p>Chief Psychiatrist</p> <p>Administrative: Correspondence, informational material, updates for county psychiatrists.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 21	<p><u>AAS - Alcohol and Drug Abuse Administration Records</u></p> <p>Adult Addiction Services (AAS)</p> <p>Administrative: Budget info, grant applications, strategic plans, statistical reports.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 22	<p><u>Direct Reports Meetings Records</u></p> <p>Behavioral Health and Crisis Services (BHCS)</p> <p>Administrative: Direct Reports Meetings: agendas, meeting summaries, handouts</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Division/Unit BHCS
Administrative Records

Item No.	Description	Retention
1 -- 23	<p><u>Correspondence Administrative Records</u></p> <p>Behavioral Health and Crisis Services (BHCS)</p> <p>Correspondence pertaining to routine matters handled in accordance with existing policies and procedures. May include incoming and outgoing letters, memoranda, notes, acknowledgements, notices, request from information or publications, enclosures, and attachments.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 24	<p><u>CSA/SPM - Memorandum of Understanding Monitoring Review Records</u></p> <p>Core Services Agency-System Planning and Management (CSA/SPM)</p> <p>Administrative: Invoices, Certified Annual Financial Reports, FAMIS and ADPIC documentation, emails, correspondence, Client list, Monthly stats, contract monitoring review, contract,</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 25	<p><u>Break The Cycle (BTC)/Division of Parole & Probation (DPP) Information</u></p> <p>Community Support Services (CSS)</p> <p>Administrative: Reports and correspondence with Division of Parole and Probation about client balances due</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Division/Unit BHCS
Administrative Records

Item No.	Description	Retention
1 -- 26	<p><u>CSA/SPM - Statistical Reports, Programs and Outputs</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: SAS data, programs and output for BRFSS, CHIP, Contract Monitoring, County Consumer list, Hospital Diversion report, HIDTA report, State Mornitoring request, Blue Ribbon Task Force Report, RRP Wait List Data, CHIP Vitastats project</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 27	<p><u>Senior Mental Health Initiative Records</u></p> <p>Mental Health Services for Seniors and Persons with Disabilities</p> <p>Administrative: General information, email correspondence, and meeting minutes pertaining to Hoarding, Healthcare for the Homeless, Geriatric Behavioral Health Treatment Team initiatives.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 28	<p><u>CSA/SPM - Data Reports - HHS Performance Measures</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Headline Measures, GIS data, Report card, Surveys, SPM Quarterly and Annual Reports</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 29	<p><u>CAMHS: Appointment Schedule</u></p> <p>Child and Adolescent Mental Health Services - Outpatient Mental Health Clinic (CAMHS)</p> <p>Administrative: Calendar/appointment books and electronic record utilized to schedule daily client appointments.</p>	<p>Retain 7 years, then destroy.</p>
1 -- 30	<p><u>Token Distribution Log</u></p> <p>Outpatient Addiction Services (OAS)</p> <p>Client, Administrative, Financial - Client names and amount of token received. Client signatures</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 31	<p><u>CSA/SPM - Appeal/Complaints Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Appeal packet, CSA approval and/or denial letters, MHA approval and/or denial letters, complaint letter, CSA determination letter, investigation review packet</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 32	<p><u>Senior Mental Health Correspondence Records</u></p> <p>Mental Health Services for Seniors and Persons with Disabilities</p> <p>Administrative: Email correspondence pertaining to Montgomery Cares, Mental Health Advisory Committee, Commission on Aging.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 33	<p><u>APP - Administrative Records</u></p> <p>Abused Persons Program (APP)</p> <p>Administrative: Monthly and annual statistics and narrative reports, staff and other meeting minutes, correspondence.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 34	<p><u>CATS - Administrative Records</u></p> <p>Clinical Assessment and Triage Services (CATS)</p> <p>Electronic file containing, multiple folders: policy/procedure, forms, statistics, correspondence, clinical information, administrative tools and all relevant day-to-day documents</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 35	<p><u>CSA/SPM - Health Care Quality and Correspondence Administrative Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Office of Health Care Quality site visit reports and reviews, Office of Health Care Quality approval certificates, CSA support letters, corrective action steps, HUD correspondence, general correspondence</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 36	<p><u>JAS - Statistical Reports, Programs and Outputs</u></p> <p>Jail Addiction Services- JAS</p> <p>Administrative: MCCF Stats, JAS Stats, program measures and output for JAS/CRES/CATS</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 37	<p><u>CSA/SPM - 2002 Consumer survey Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Client: Residential services consumer satisfaction survey results</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 38	<p><u>CCMS - Substance Abuse Services for Woman (SASW)</u></p> <p>Community Case Management Services (CCMS)</p> <p>Administrative: SASW co-occurring IOP (Intensive Outpatient Programs) curriculum/ SASW</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 39	<p><u>CJBHS - Policy and Procedure</u></p> <p>Criminal Justice Behavioral Health Services (CJBHS)</p> <p>Administrative: Generic CJBHS Program Policy and Procedure Protocols</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 40	<p><u>CAMHS: Electronic Clinic Reports</u></p> <p>Child and Adolescent Mental Health Services - Outpatient Mental Health Clinic and Home Based Team (CAMHS)</p> <p>Administrative: Reports that include intake, billing, referrals, discharges, outcomes, and productivity statistics</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>

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Item No.	Description	Retention
1 -- 41	<p><u>CSA/SPM - Site Visit Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Program Improvement Letter, Program Improvement Plan, ASO and CSA assurance review packet, ASO report, CSA and ASO approval letters, corrective action letters, corrective action plans, quality assurance review packet, correspondence</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 42	<p><u>ABH - Program Administration Records</u></p> <p>Access to Behavioral Health Services (ABHS)</p> <p>Administrative: monthly statistics, staff productivity numbers, policies, procedures, forms</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 43	<p><u>CSA/SPM - Residential Services Inspection Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: inspection form, licensing certificate, insurance coverage, heating and air-conditioning inspection, sprinkler inspection, fire marshal inspection, fire extinguisher certification, staffing information, client demographic information</p>	<p>Retain 3 years on-site, then 4 years off-site, then destroy.</p>

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Item No.	Description	Retention
1 -- 44	<p><u>VASAP - Program Administrative Records</u></p> <p>Victim Assistance and Sexual Assault Program (VASAP)</p> <p>Administrative: Working files/program operations and needs</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 45	<p><u>CSA/SPM - Residential Services Entitlements Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Management record, financial agreement, fee determination sheet, worker notification sheet, medical systems/food stamps verification, Social Security award letter.</p>	<p>Retain 3 years on-site, then 4 years off-site, then destroy.</p>
1 -- 46	<p><u>JAS - Miscellaneous Operations Files</u></p> <p>Jail Addiction Services- JAS</p> <p>Administrative, financial: Staff meeting minutes, printing requisitions, HATS communications, SMART communications, Policy & Procedure Manual, Client correspondence, correspondence to carry out normal JAS operations</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 47	<p><u>CCMS - PATH Administrative Record</u></p> <p>Community Case Management Services (CCMS)</p> <p>Administrative: SAMHSA Grant Applications, criminal justice BH meeting minutes, PATH forms, releases of information, quarterly newsletters</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 48	<p><u>CRES - Statistics/Outcome Measures</u></p> <p>Community Re-Entry Services (CRES)</p> <p>Administrative: Statistics include monthly data for the CRES program and outcome measures includes the names of clients placed in treatment, and recidivism information.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 49	<p><u>CSA/SPM - Medicaid/Medicare Data Report Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Montgomery County Medicaid Penetration Rate Data, Medicaid enrollment and other stats reports for Montgomery County</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 50	<p><u>CSA/SPM - Provider Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: CSA/MHA Support letters, general correspondence, newsletters, general information</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 51	<p><u>CAMHS: Program Meeting Minutes</u></p> <p>Child and Adolescent Mental Health Services - Outpatient Mental Health Clinic and Home Based Team (CAMHS)</p> <p>Administrative: Program Meeting Minutes - a record of combined team monthly meetings, which meet to coordinate activites and work out problems or as a vehicle for communication.</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 52	<p><u>ABH - Policy and Procedures</u></p> <p>Adult Behavioral Health (ABH)</p> <p>specific policies and procedures as required by the State of Maryland for outpatient mental health programs, including admission, discharge, fee collection, recording, program staff, supervision, medication, grievance policies, quality assurance procedures, utilization reviews, treatment plans, scope of program, outcome measures, data collection</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 53	<p><u>Crisis Center - Administrative Records</u></p> <p>Crisis Center</p> <p>Administrative: Staff Meeting Minutes, Conference Room Reservation Schedule, Giant Gift Card logs, Payroll Batch Sheets, Personnel vacancies, Incident Reports, Forms, MOU's, Policies and Procedures, Seniority List, Schedules</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 54	<p><u>APP - Policies and Procedures</u></p> <p>Abused Persons Program (APP)</p> <p>Administrative: Policies and Procedures- These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Procedural directives to govern such internal management functions such as payroll, procurement, personnel administrations, and other internal management matters. Includes narrative or statistical report and related correspondence on program activities, circular letters or directives and records related to significant events in which department or office participated.</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1 -- 55	<p><u>Pre-Treatment Services Record</u></p> <p>Community Support Services (CSS)</p> <p>Administrative, Client: Group notes ump form u/a results/referral packet, recommendation letter, program requirements packetPre-Treatment verification letter, 12-step meeting slips, 12-step meeting lists, pre-tx participation consent, meeting verification steps, program requirements info group leader summary notes client schedule group hand-outs check list</p>	Non-permanent. Retain for 6 years then screen annually and destroy all material not needed for the conduct of current business.
1 -- 56	<p><u>Crisis Center - Resource Information</u></p> <p>Crisis Center</p> <p>Administrative: Phone numbers and contact information to a variety of information & referral sources.</p>	Screen every three years and destroy material that is no longer needed for current business.
1 -- 57	<p><u>JAS - Electronic Database and Client List</u></p> <p>Jail Addiction Services- JAS</p> <p>Administrative: Database includes, names, admission/discharge dates, SAMIS #'s and SMART Logs, Education Groups/ Client List consists of Orientation/Signed Contracts/MoveIn lists and other miscellaneous list and files</p>	Non-permanent. Retain for 6 years then screen annually and destroy all material not needed for the conduct of current business.

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Item No.	Description	Retention
1 -- 58	<p><u>Community Case Management Services (CCMS)</u></p> <p>Community Support Services (CSS)</p> <p>Administrative: Report on annual activities of 3 work units that are community support services include data outputs and evaluation</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 59	<p><u>CRES - Policy and Procedures</u></p> <p>Community Re-Entry Services (CRES)</p> <p>Administrative: CRES policy information, program description, and procedures for CRES casework.</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 60	<p><u>Senior Outreach Team Referral Intake</u></p> <p>Mental Health Services for Seniors and Persons with Disabilities</p> <p>Administrative: Intake for Senior Outreach Team Program: Access database</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 61	<p><u>Senior Mental Health Meeting Records</u></p> <p>Mental Health Services for Seniors and Persons with Disabilities</p> <p>Administrative: Agenda and minutes of the Collaborative Meeting, Co-Occurring Disorder Meeting, Trainer's Group Meeting, MD Coalition on Mental Health and Aging</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 62	<p><u>CSA/SPM - Hospital Diversion (Special Programs) Administrative Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Discharge reports, State utilization reports, e-mails, other correspondence</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 63	<p><u>CAMHS: Policy and Procedure Records</u></p> <p>Child and Adolescent Mental Health Services - Outpatient Mental Health Clinic and Home Based Team (CAMHS)</p> <p>Administrative: Program Policy and Procedure Manual that reflects operational policies and procedures for Outpatient Mental Clinic and Home Base Team Services.</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 64	<p><u>CSA/SPM - Provider Application Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Application packet, CSA support letters, MHA/OHCQ approval and/or denial letters, correspondence</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 65	<p><u>Notice of Client Death Record</u></p> <p>Community Support Services (CSS)</p> <p>Administrative: Written notice to Maryland Alcohol and Drug Abuse Administration of Death of person in treatment services</p>	<p>Non-permanent. Retain for 6 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 66	<p><u>CCMS - Targeted Case Management Service (TCM) Administrative Records</u> Community Case Management Services (CCMS)</p> <p>Administrative: TCM policy and procedure manual; ccms annual report; quarterly statistics; DHMH updates, regulation changes/requirements.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 67	<p><u>Memorandum Of Understanding</u> Community Support Services (CSS)</p> <p>Administrative: Written agreement with other agencies, that link with urine monitoring program</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 68	<p><u>Community Support Services (CSS) - Policy and Procedures</u></p> <p>Community Support Services (CSS)</p> <p>Administrative: Policy and procedure manual of administrative procedures for community support services</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 69	<p><u>CCMS - Temporary Cash Assistance (TCA) - Administrative File</u></p> <p>Community Case Management Services (CCMS)</p> <p>Administrative: TCA policies & procedures, DHR TANF updates; statistics, welcome letter, meetings minutes with treatment providers; smart updates, and NCADD updates</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 70	<p><u>CSA/SPM - Consumer Status Reports</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Adminstrative: Incident forms and reports, death reports and forms, discharge forms and reports,</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 71	<p><u>Early Childhood Services- Administration</u></p> <p>Early Childhood Services- Administration</p> <p>Administration- Information about Early Childhood Services including programs descriptions, partnerships with other agencies, Early Childhood Congress, status reports, data, awards, and Early Childhood policies and procedures.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 72	<p><u>Linkages to Learning Program Record</u></p> <p>CAS (SCBS) / Linkages to Learning</p> <p>Administrative- Includes meeting minute; program history, program policies and procedures; MOUs; decision and other memos related to the operation of the Linkages to Learning program</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 73	<p><u>Hiring Manager Process Files</u></p> <p>Income Supports</p> <p>Contains interviews questions, evaluation dimensions</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 74	<p><u>Budget Materials</u></p> <p>CYFS Chief's Office</p> <p>Budget write-ups, program descriptions, reduction tables</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 75	<p><u>Administrative</u></p> <p>Child Welfare Services</p> <p>Program Policies/Procedures - miscellaneous program information such as annual reports, DHR circular letters. County admin procedures, legislation, resource information, HIPAA/Confidentiality policies, etc.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 76	<p><u>Child Care in Public Space- Administration</u></p> <p>Early Childhood Services</p> <p>Administrative- Includes:</p> <ul style="list-style-type: none"> • <input type="checkbox"/> correspondence with 28 child care facilities as well as copies of leases, licenses and accreditation documents. • <input type="checkbox"/> CIP information documents for each facility (site plans, budget info, decision memos) • <input type="checkbox"/> invoices and design documents for playgrounds at most facilities. • <input type="checkbox"/> tenant selection documents (advertisements, proposals, and selection committee information) • <input type="checkbox"/> Child care policy documents 	<p>Retain playground invoice and design 20 years from when final payment is made, then destroy. For policy, retain until no longer needed for current business then transfer to Maryland State Archives for permanent retention. For all other documents, retain 5 years, then destroy.</p>
1 -- 77	<p><u>Federal TCA Sample Reports</u></p> <p>Income Supports / Employment Services</p> <p>These records include TCA participants 's demographic information plus CARES and WORKS data, work activities and hours of participation, countable or not countable status, and customers' related documentation plus correspondence.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 78	<p><u>Training and Technical Assistance</u></p> <p>ECS- Child Care Resource and Referral Center</p> <p>Administrative- registration records, peopleware database, trainer credentials, workshop outlines, sign in sheets, evaluations, assessments, technical assistance logs, technical assistance Intake forms, correspondence</p>	<p>Retain 5 years, then destroy.</p>

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Item No.	Description	Retention
1 -- 79	<p><u>Administrative Records</u></p> <p>Conservation Corps</p> <p>Administrative Inventories, program policy documents, program tracking documents, program historical documents, and community partnership documents (Friends of the Montgomery County Conservation Corps).</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 80	<p><u>Employment Services Reports</u></p> <p>Income Supports / Employment Services</p> <p>These records include participation, caseload and attendance records for customers applying for or receiving Temporary cash Assistance in the county. These records include customers names, social security numbers, Temporary Cash Assistance (TCA) begin and end dates, TCA case status updates, TCA length of participation in the program, customers addresses and phone numbers, customers work activities, customers weekly and monthly attendance in work activities, customers technical coding from CARES and WORKS related to exemptions to participation in the work program, customers due for new work activities, vendor and DHHS staff instructions on what actions to take. These records also include the Employment Services Group Report Cards and the Measures Reports which track the performance of the regional offices in achieving the Employment Services Goals and the number of participants in each TCA category per regional office.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 81	<p><u>Program/Organizational files</u></p> <p>CYFS Chief's Office</p> <p>Notes and information regarding meetings, initiatives, organizational updates</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 82	<p><u>Family Investment Program Plans</u></p> <p>Income Supports / Employment Services</p> <p>These records include the FIP guidelines, the county's general overview on how FIP funds will be used to fund programs and a description of each project that the county proposes to fund in full or in part using FIP moneys, budgets, plan modification requests, standard operating procedures and related correspondence</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 83	<p><u>Legislative Records – Team Leader's files</u></p> <p>Income Supports</p> <p>Copies of written or oral testimony presented before the Maryland General Assembly; or the County Council. Files are maintained to provide a record of issues of importance to the Family Investment Administration and other county programs</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 84	<p><u>Employment Services Standard Operating Procedures</u></p> <p>Income Supports / Employment Services</p> <p>An Employment Services manual is the official Standard Operating Procedure for Employment Services in Montgomery County. It is based on the State FIP Plan information, the Code of Maryland Rules and Regulations (COMAR), the TCA and Food Supplement Program (FS) manuals, any Memorandum of Understanding and contracts through which Employment Services are administered.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 85	<p><u>General Administrative Correspondence File – Team Leader’s Correspondence</u></p> <p>Income Supports</p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of the Family Investment Administration</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 86	<p><u>CWS Administrative Records</u></p> <p>Child Welfare Services</p> <p>Program documents include necessary documents that aid in the functioning of our office. These documents include, but are not limited to: Legal Sufficiency Staffing Notes, Administrative Instruction Guide, Security Monitor Information/Instruction, Correspondance, Medical Consent log/instructions, Volunteer consents, Child Welfare related books, Council of Government information/notes, Accreditation Information, PIP notes, MC Time Information, etc.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 87	<p><u>Food Stamp Program Management Evaluation Files</u></p> <p>Income Supports / Food Stamps</p> <p>These files include reports of on-site reviews of the Food Stamp program in local departments of social services and responses of corrective actions from those local departments.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 88	<p><u>Accreditation Documents - CQI Meeting Minutes/Proceedings</u></p> <p>Child Welfare Services</p> <p>Binders (CQI minutes, committee charters, handouts), Word files (CQI minutes, Request for Action log, charters, committee member names, meeting dates, etc.), Power point files (slides for CQI training)</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 89	<p><u>Hiring Management files</u></p> <p>Income Supports</p> <p>Position Exemption Requests, Position Management forms, Selection memos</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 90	<p><u>Kennedy Cluster Project Administrative File</u></p> <p>CAS (SCBS)</p> <p>Administrative - There are two completed binders that explains the entire process from beginning to end of the Kennedy Cluster Project, Procedures, Rules, Regulations governing the project.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports be kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 91	<p><u>Financial- Budget</u></p> <p>Child Welfare Services</p> <p>Financial documents: State and County budget request, budget allocations/appropriations, monthly/quarterly analysis of expenditures, etc.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 92	<p><u>Procedure Manual</u></p> <p>Screening and Assessment Services for Children and Adolescents (SASCA)</p> <p>Administrative- These are records documenting the formulation and adoption of policies and procedures for the function of the Screening and Assessment Services for Children and Adolescents Program</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 93	<p><u>Budget Records</u></p> <p>CAS (SCBS)</p> <p>Financial - Budget recommendations, approved budgets, actual budgets, and budgets changes made throughout the fiscal year.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 94	<p><u>County Initiatives Administrative Files</u></p> <p>ECS- Child Care Resource and Referral Center</p> <p>Administrative- Pre-K Project meeting minutes PreK Workgroup agendas sign in sheets flyers/notices for recruitment participant list rejected applications invoices FAMIS screen prints p-card requests p-card payment records county council packets scholarship payments to child care providers reimbursement for accreditation expenses to child care providers start-up child care expenses to child care providers training incentives paid to child care providers proof of materials purchased and vendor payments room request, confirmation and electronic calendars</p> <p>Records of the Inclusive Child Care Committee of the Local Interagency Coordinating Council: include roster of members, agendas, minutes, action plans with progress notes, records of training initiatives, funding proposals, outreach materials, resources and reports.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 95	<p><u>Correspondence/Administrative Records</u></p> <p>CYFS Chief's Office</p> <p>Correspondence pertaining to routine matters handled in accordance with existing policies and procedures. May include incoming and outgoing letters, memoranda, notes, acknowledgements, notices, request from information or publications, enclosures, and attachments.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 96	<p><u>Budget Management</u></p> <p>CAS (SCBS) / Linkages to Learning</p> <p>Administrative- Site financial transaction tracking, which includes tracking private donation and grant expenditures used for education and after school activities. This includes: Client assistance, Expendable Trust fund, LTL grant. Program activities binders, team meeting notes, Meeting minutes, New referral forms, Meeting agendas, Monthly reports.</p>	<p>Retain grant documents for 7 years or until all audit requirements have been met, whichever is later, then destroy. Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 97	<p><u>Child Care Health Consultation-Administration</u></p> <p>Early Childhood Services</p> <p>Administrative- Health and safety educational materials and child care tools distributed as a result of onsite, telephone or email health and safety consultations and non credit health and safety trainings eg care plans, cleaning and sanitation checklists, asthma medication comparison charts, immunization requirements, nutritional guidelines, child care weather watch.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 98	<p><u>Agency Administrative , Community Action Board (CAB)</u></p> <p>Community Action Agency</p> <p>Records for general administration of the Agency CAB information including copies of board members information, meetings, agendas, minutes; staff meeting agenda, minutes, presentations and reports, fiscal reports and budgets for the agency.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 99	<p><u>Vias de la Salud Health Promoters Program Community Events Data</u></p> <p>Latino Health Initiative</p> <p>Client- monthly reports with client information, pre & post tests</p>	<p>Non-permanent. Retain for 6 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 100	<p><u>Latino Health Initiative Steering Committee</u></p> <p>Latino Health Initiative</p> <p>Administrative- Steering Committee correspondence, agreements, plans</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 101	<p><u>Vias de la Salud Program Training for Health Promoters</u></p> <p>Latino Health Initiative</p> <p>Modular for trainings and syllabus, program guidelines, agendas, monthly announcements.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 102	<p><u>LEP training files</u></p> <p>Office of Community Affairs</p> <p>Records of Limited English Proficiency (LEP) trainings: materials for training, schedules, class rosters, evaluation forms.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 103	<p><u>Translated Documents</u></p> <p>Office of Community Affairs</p> <p>HHS documents translated into various languages as requested by different programs in the department, but the Office kept a centralized files of all translations.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 104	<p><u>Vias de la Salud Health Promoters Program Guidelines for program operation</u></p> <p>Latino Health Initiative</p> <p>administrative- Health promoters manuals created by program</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 105	<p><u>Latino Health Initiative staff records</u></p> <p>Latino Health Initiative</p> <p>LHI staff: attendance sheets, agendas, minutes (not personnel info)</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 106	<p><u>Grant Applications</u></p> <p>Planning, Accountability and Customer Service</p> <p>Grant Applications and supporting documents for federal, state and private grants.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 107	<p><u>Colesville Building Records</u></p> <p>African American Health Program</p> <p>This includes Emergency Evacuation plan, tenant lists with emergency contact information, maintenance requests and tenant complaints.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 108	<p><u>Department Research Policy and Procedures</u></p> <p>Compliance</p> <p>Administrative. Policy and procedures on research and supporting documentation. Note: This is not a HIPAA or ADA policy so is listed separately from those policy records.</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 109	<p><u>Vias de la Salud Health Promoters Reports</u></p> <p>Latino Health Initiative</p> <p>Program participants, Health Promoters program and clients (community)</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 110	<p><u>Mail/Correspondence</u></p> <p>Latino Health Initiative</p> <p>Administrative- partners & clients correspondence</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 111	<p><u>DHHS Website working papers</u></p> <p>Planning, Accountability and Customer Service</p> <p>Printed copies of DHHS Website pages with notes regarding revisions and updates.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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1 -- 112	<p><u>Infrastructure</u></p> <p>Latino Health Initiative</p> <p>Administrative- positions descriptions, background papers (concept papers), organizational charts, space needs, strategic plan, LHI teams</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 113	<p><u>County Council Reports</u></p> <p>Latino Health Initiative</p> <p>Latino Health Initiative administrative and financial reports for the County Council.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 114	<p><u>Past Projects and Activities</u></p> <p>Latino Health Initiative</p> <p>Administrative- records of programs/ activities that don't continue running: Cancer Prevention and Control Program, Smoking Cessation Program, Maryland Cancer Survey, MOUs</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 115	<p><u>Community Services Grants (by Fiscal Year)</u></p> <p>Office of the Director</p> <p>The Community Services Grants Program makes one time awards to community organizations, based on an application process. Grant awards fund capital purchases in support of existing community organizations. These records are administrative and financial, and include: vendor applications; review committee scoring documents and recommendations; funding notices and other correspondence; purchase orders, receipts, invoices and other financial information.</p>	<p>Application review and rating information- Retain 1 year, then destroy. Payment records for funded programs retain 2 years, screen and destroy all material not needed for the conduct of business.</p>
1 -- 116	<p><u>Foreign Trained Health Professionals Reports</u></p> <p>Latino Health Initiative</p> <p>Administrative: annual and monthly reports on concrete outcomes and progress for the FTHP program.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 117	<p><u>IT Administration (Policy & Procedures)</u></p> <p>HHS OCOO/IT</p> <p>HHS IT follows the guideline of DTS in governance, standard operating procedures (SOPP), systems development, data retention & disposition, data ownership, data access, and data security. When it is required to meet the HHS IT specific environment, an extension is attached to existing DTS policy & procedures. For example, HHS staff must use county laptop to run VPN, apply security login, and use encryptions to secure client data for their works. Forms used (procedure compliance forms) are signed by supervisors.□□</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 118	<p><u>Evaluation</u></p> <p>Planning, Accountability and Customer Service</p> <p>Student review records/QSR records/Social Work student records/personnel records/Community Review information</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 119	<p><u>Minority Outreach Technical Assistance (MOTA) monthly report</u></p> <p>Asian American Health Initiative</p> <p>Administrative, monthly report that captures the outreach services AAHI provided for the MOTA grant. Records can be searched by year and month</p>	<p>Non-permanent. Retain 5 years or until audit requirements have been met, whichever is later, then destroy.</p>
1 -- 120	<p><u>Payroll Fringe Benefits Policy/Procedures</u></p> <p>Fiscal Team</p> <p>Financial - Department's policy on Fringe Benefits</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 121	<p><u>Planning - County Land Use</u></p> <p>Planning, Accountability and Customer Service</p> <p>All documents necessary for collaborating with MNCPPC on the social and health determinants of land use planning and for actively participating in County Executive Planning Group</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 122	<p><u>LEP Data collection records</u> Office of Community Affairs</p> <p>Collection of Limited English Proficiency data by programs - Federal LEP mandate</p>	Retain 20 years, then destroy.
1 -- 123	<p><u>Outreach Activities</u> Office of Community Affairs</p> <p>Program Agendas, and copies of program acitivities, promotional materials, outreach flyers, handouts</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1 -- 124	<p><u>Community Review Procedures</u> Planning, Accountability and Customer Service</p> <p>Evaluation--this is a category PACS chose for the evaluations and reviews conducted throughout the department. The Community Review Reports are compiled program evaluation findings in a report format submitted by community review teams.</p>	Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.

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Item No.	Description	Retention
1 -- 125	<p><u>Call Logs</u></p> <p>Latino Health Initiative</p> <p>administrative- County land line and cell line call logs registering incoming and outgoing communications.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 126	<p><u>Past programs and activities</u></p> <p>Latino Health Initiative</p> <p>Administrative- reports, expenditures reports, workplans, evaluation plans of past projects.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 127	<p><u>Proposals</u></p> <p>Latino Health Initiative</p> <p>Administrative- Grant Proposal documentation with the application, evaluation, and future implementation with applications submitted for federal, state, and private grants.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 128	<p><u>DHR Manuals & Central Collection Reports</u></p> <p>Fiscal Team</p> <p>Financial/Administration- FosterCare/Foodstamp/Daycare/ AFDC Reports and DEAP Form 340's</p>	<p>DEAP 340 Forms- Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material. Retain all other documents 7 Yrs, then destroy.</p>

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Item No.	Description	Retention
1 -- 129	<p><u>Procedure, Manual and Policy for Avatar Billing System.</u></p> <p>Fiscal Team</p> <p>Financial - Procedure, Manual and Policy for Avatar Billing System. All information related to Public Health, Mental Health Electronic Billing Process.</p>	<p>Retain 1 year after system is superseded or until audit requirements have been met, whichever is later, then destroy.</p>
1 -- 130	<p><u>Evaluation - Quality Service Reviews</u></p> <p>Planning, Accountability and Customer Service</p> <p>All documents necessary for designing, planning, conducting and reporting on qualitative "case review" evaluation in DHHS.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 131	<p><u>Evaluation - QSR and CountyStat</u></p> <p>Planning, Accountability and Customer Service</p> <p>Working notes, performance measurement materials showing evaluation process for programs and initiatives involved in QSR and County Stat</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 132	<p><u>Program Management - Miscellaneous</u></p> <p>Planning, Accountability and Customer Service</p> <p>Working papers related to budget, Senior Leadership, miscellaneous assignments, including Customer Service, Grants, Senior Leadership Team</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 133	<p><u>AAHI Administrative</u></p> <p>Asian American Health Initiative</p> <p>program planning, impletmentation, and evaluation records (Action plan, annual report) Documents are updated annually. Records can be searched by year and month</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 134	<p><u>"Guide to Community Services" (Files on this outreach brochure)</u></p> <p>Office of Community Affairs</p> <p>Files indicating the times it has been printed and the different versions</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 135	<p><u>Calendar of Events / Events information</u></p> <p>Office of Community Affairs</p> <p>Records of attendance to diverse outreach events including flyers, dates, and information on the event.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 136	<p><u>Vias de la Salud Health Promoters Program Plans</u></p> <p>Latino Health Initiative</p> <p>Administrative- annual work plans, evaluation plans</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 137	<p><u>Performance Measurement</u></p> <p>Planning, Accountability and Customer Service</p> <p>Documents pertaining to various aspects of the department's development, compilation and reporting of its program performance measures and results</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 138	<p><u>Project Related Records</u></p> <p>Office of Community Affairs</p> <p>Development, meeting minutes, meeting notes, implementation plan of various projects</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 139	<p><u>Central Collection Unit & Client Correspondence/Letters</u></p> <p>Fiscal Team</p> <p>Administrative/Client - Correspondence Files/Central Collection Documentations/and letters</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 140	<p><u>BUCS (Budget Update Control System) report</u></p> <p>Budget</p> <p>CE Recommended & CC Approved. Final Reports sorted by Program & Item # so we can track the budget changes by program.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 141	<p><u>CIP Submission</u></p> <p>Budget</p> <p>Includes Submission & Questions & Answers.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 142	<p><u>House Bill 669 Documentation</u></p> <p>Budget</p> <p>Quartely Updates, Award Letters, Vacancy Listings</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 143	<p><u>Outreach</u></p> <p>Latino Health Initiative</p> <p>Annual reports, educational newsletters, flyers and other educational/informational materials developed by the program.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 144	<p><u>Accreditation</u></p> <p>Planning, Accountability and Customer Service</p> <p>Accreditation working papers, submitted documents</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 145	<p><u>Policy Advisory Committee</u></p> <p>Planning, Accountability and Customer Service</p> <p>Working notes, Committee minutes</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 146	<p><u>AAHP Initial planning and Implementation Records</u></p> <p>African American Health Program</p> <p>These are records of initial planning and implementation and activities of the African American Health Initiative (later Program). Includes meeting minutes, budget development, correspondence, etc.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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1 -- 147	<p><u>Foreign Language Interpreter Log Sheet</u></p> <p>Planning, Accountability and Customer Service</p> <p>Referrals for foreign language interpreters and log sheets for same</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 148	<p><u>Director's Correspondence</u></p> <p>Office of the Director</p> <p>Letters prepared for the Director's signature; may include: letters of congratulations, letters of support, responses to constituent concerns/complaints.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 149	<p><u>Technical Support (OFF-LINE Storage Library Control Records)</u></p> <p>HHS OCOO/IT</p> <p>Records concerning control of the location, maintenance, and disposition of off-line storage media. For example, lists of holdings, control logs, etc.</p>	<p>Retain 1 year after system is superseded or obsolete, then destroy.</p>

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1 -- 150	<p><u>Customer Satisfaction Surveys</u></p> <p>Planning, Accountability and Customer Service</p> <p>Satisfaction survey from clients for: --DHR State database - Montgomery County DHHS programs</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 151	<p><u>Technical Support (Input/Source Records)</u></p> <p>HHS OCOO/IT</p> <p>Records or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes, and not previously scheduled in any agency records schedule</p>	<p>Retain 1 year after system is superseded or obsolete, then destroy.</p>
1 -- 152	<p><u>AAHP Meeting Minutes</u></p> <p>African American Health Program</p> <p>These include the minutes of meetings of the AAHP Executive Committee and Coalitions, which are advisory bodies.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 153	<p><u>Position Profile Forms & Memos</u></p> <p>Budget</p> <p>Position Profile Forms & Memos</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 154	<p><u>LHI Program Policies and Procedures</u></p> <p>Latino Health Initiative</p> <p>Program Policies and Procedures These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Procedural directives to govern such internal management functions such as payroll, procurement, personnel administrations, and other internal management matters. Includes narrative or statistical report and related correspondence on program activities, circular letters or directives and records related to significant events in which department or office participated.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 155	<p><u>User Technology Review</u></p> <p>HHS OCOO/IT</p> <p>Review of and recommendations for hardware, software, technology usage</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 156	<p><u>Mintues/Program Management of Performance Quality Improvement (PQI) Council</u> Planning, Accountability and Customer Service Minutes, review documents, data reports</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 157	<p><u>Planning - strategic planning</u> Planning, Accountability and Customer Service Working papers, final documents</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 158	<p><u>Operating Budget Submission</u></p> <p>Budget</p> <p>All Submission Documents including our Transmittal Memo, Accomplishments and Initiatives, Program Measures, write ups for budget changes from the Budget Development System for the Grant and General Fund, Revenue Summary Information, Net/Gross Forms, HB Submission and BPREP Summary Reports. There could be multiple submissions for one fiscal year.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 159	<p><u>Expenditure Analysis</u></p> <p>Budget</p> <p>Financial Quarterly Analysis & Year End Analysis - these are reports from our BAITS System and excel spreadsheets for our 2nd, 3rd and year end expenditure analysis (general and grant funds). We would only need to retain the final version.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 160	<p><u>Operating Budget Review - Supporting Documents</u></p> <p>Budget</p> <p>Questions & Answers for Council Staff & OMB. Final Crosswalk, Budget pages.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 161	<p><u>Budget: ADA and HIPAA Compliance</u></p> <p>Compliance</p> <p>Financial: Documentation related to budget for ADA and HIPAA, i.e. requests and justifications.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 162	<p><u>POMAS (Programatic, Operational and Monitoring Activity Schedule)</u> Latino Health Initiative</p> <p>Administrative; LHI programs work plans and LHI programs evaluation plans</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 163	<p><u>LHI Website</u> Latino Health Initiative</p> <p>Administrative and old web site information, web site new information, LHI programs brochure information; LHI programs information (updated to be loaded in website)</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 164	<p><u>Asthma Program documents</u> Latino Health Initiative</p> <p>Administrative, other: focal groups interviews - consedus, IRB applications, proposals, advisory committee, work plan, evaluation plan, forum</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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1 -- 165	<p><u>Latino data workgroup</u></p> <p>Latino Health Initiative</p> <p>administrative; power point presentation, work plan, minutes, letters, agendas</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 166	<p><u>CHIP Project (community health improvement process)</u></p> <p>Latino Health Initiative</p> <p>administrative; health related data (from different sources) CHIP indicators, power point presentation, letters, executive summary</p>	<p>Retain 10 years, then destroy.</p>

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1 -- 167	<p><u>LHI Strategic Plan</u></p> <p>Latino Health Initiative</p> <p>administrative; agenda, minutes, DHHS service areas, DHHS initiatives, working documents</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 168	<p><u>Meeting Minutes -- Steering Committee, Health Promoter Meeting</u></p> <p>Asian American Health Initiative</p> <p>Administrative, meeting minutes for AAHI steering committee meeting and Health Promoter meeting, Records can be searched by Date</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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1 -- 169	<p><u>HHS General Correspondence</u></p> <p>Compliance</p> <p>Administrative: Communications related to miscellaneous administrative requests.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 170	<p><u>Patient Navigator Monthly Report</u></p> <p>Asian American Health Initiative</p> <p>Administrative, monthly report that indicates the services provided the Patient Navigator Program, Records can be searched by year and month</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 171	<p><u>Foreign Trained Health Professionals Meeting Records</u></p> <p>Latino Health Initiative</p> <p>Administrative: agenda, minutes copies of distributed materials and presentations and other records of FTHP meetings with private (health care) and government partners</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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1 -- 172	<p><u>Asthma Program Reports</u></p> <p>Latino Health Initiative</p> <p>Administrative- monthly reports, annual repots, evaluation reports</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 173	<p><u>Osteoporosis Screening</u></p> <p>Asian American Health Initiative</p> <p>Adminstrative, bone density screening results from outreach activities, NO client identified information captured (no names, SSN, DOB...), just for statistic purpose. Records can be searched by the date of the outreach event</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 174	<p><u>Asthma Presentations</u></p> <p>Latino Health Initiative</p> <p>Other: Power Point Presentations of the Asthma management Program</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 175	<p><u>Community Review Reports</u></p> <p>Planning, Accountability and Customer Service</p> <p>Evaluation--this is a category PACS chose for the evaluations and reviews conducted throughout the department. The Community Review Reports are compiled program evaluation findings in a report format submitted by community review teams.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 176	<p><u>IT Administration (Systems Planning)</u></p> <p>HHS OCOO/IT</p> <p>Information resources management, information systems development, review of and recommendations for hardware, software, technology usage. Technology acquisitions, data processing services provision, replacement of equipments or systems, systems conversion plans, Request for information (RFI), Request for proposal (RFP)</p>	<p>Retain 1 year after system is superseded or obsolete, then destroy.</p>
1 -- 177	<p><u>Systems Quality Assurance</u></p> <p>HHS OCOO/IT</p> <p>Reviews, assessments, and supporting documents that show adherence of applications and systems development procedures and products to established policies, process, architectures, deliverables, performance metrics, and deadlines</p>	<p>Retain 1 year after system is superseded or obsolete, then destroy.</p>
1 -- 178	<p><u>Technical Support (Audit Trails & Quality Control)</u></p> <p>HHS OCOO/IT</p> <p>Records concerning user actions that affect the contents of monitored systems and remedial procedures if corrective action is needed</p>	<p>Retain 1 year after system is superseded or obsolete, then destroy.</p>
1 -- 179	<p><u>Technical Support (Hardware Documentation)</u></p> <p>HHS OCOO/IT</p> <p>Operating manuals, hardware/operating sytem requirements, hardware configurations, and equipment control systems</p>	<p>Retain 1 year after system is superseded or obsolete, then destroy.</p>

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Item No.	Description	Retention
1 -- 180	<p><u>Web Stat</u></p> <p>Asian American Health Initiative</p> <p>Administrative, monthly report that indicates the number of visit on AAHI's web site, Records can be searched by year and month</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 181	<p><u>User Training</u></p> <p>HHS OCOO/IT</p> <p>Training courses run by a user support or office automation support group. For example, memo, flyers, catalogues, registration forms, rosters, and other related records</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 182	<p><u>User Support (Site, Equipment, and Software Support)</u></p> <p>HHS OCOO/IT</p> <p>Support services for specific equipment and software or installations. For example, site visit reports, program and equipment service reports, service histories, and correspondence and memorandums</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 183	<p><u>Budget Reports</u></p> <p>Budget</p> <p>BPR210, BUD405 and BPS211 reports & Indexcode listing General Fund, Grant, HB669 and All Funds at Submission, CE Rec & CC Approved.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 184	<p><u>DHHS Quarterly Leadership Meetings with Boards, Commissions and Committees</u></p> <p>Office of the Director</p> <p>These are meeting summaries, agendas and informational material shared during quarterly meetings between the Director, and the chairs/vice chairs of HHS boards, commissions and committees. Generally, this information is administrative and programmatic, and does not provide any sensitive or confidential information. Records are searched by date and/or agenda "topic".</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 185	<p><u>Senior Leadership Team Meeting Agendas and Summaries</u></p> <p>Office of the Director</p> <p>These are paper and/or electronic records, summarizing the Department Leadership Team's weekly meetings. These are administrative records, that may contain financial and programmatic information.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 186	<p><u>Data Communication Services (Network Site and Equipment Support)</u></p> <p>HHS OCOO/IT</p> <p>Support services provided to specific sites and computer to computer interfaces on a network. For example, site visit reports, trouble reports, service histories, and correspondence and memo</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 187	<p><u>Data Communication Services (Circuit Installation and Services)</u></p> <p>HHS OCOO/IT</p> <p>Requests by departments to public providers for data communication service, installation, or repair. For example, work orders, correspondence, memo, work schedules, copies of building or circuitry diagrams, copies of fiscal documents, and other related records</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 188	<p><u>Program Management - Service Integration</u></p> <p>Planning, Accountability and Customer Service</p> <p>Working papers, program materials, forms</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 189	<p><u>Income Tax Assistance and Financial Literacy Programs</u></p> <p>Community Action Agency</p> <p>VITA (Voluntary Income Tax Assistance) and Financial Literacy Program files including IRS correspondence, paper and electronic files; instructions, federal Intake, Interview and E-filing forms.</p>	<p>Retain Federal Intake, Interview and E-filing forms 3 years and return to IRS for destruction. Retain all other documents 3 years and destroy.</p>

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1 -- 190	<p><u>User Support (Help Desk & Reports)</u></p> <p>HHS OCOO/IT</p> <p>Requests for technical assistance and responses to these requests, collection of information on the use of computer equipment for program delivery, security, or other purposes</p>	<p>Non-permanent. Retain for 1 year and destroy all material not needed for the conduct of current business. For remainder, screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 191	<p><u>Budget Entries</u></p> <p>Budget</p> <p>Budget Entries to align award with Famis and for Savings Plan entries in the general fund</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 192	<p><u>Latino Health Steering Committee Records</u></p> <p>Latino Health Initiative</p> <p>Administrative, Other: Meeting Attendance sheets, agenda, minutes</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 193	<p><u>Asthma Curriculum</u></p> <p>Latino Health Initiative</p> <p>Other: curriculum and other educational resources for asthma educational sessions</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 194	<p><u>Enterprise Resource Planning Documents</u></p> <p>Budget</p> <p>Policies, Procedures, Crosswalks (including indexcodes) - These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Procedural directives to govern such internal management functions such as payroll, procurement, personnel administrations, and other internal management matters. Includes narrative or statistical report and related correspondence on program activities, circular letters or directives and records related to significant events in which department or office participated.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 195	<p><u>Revenue Reports</u></p> <p>Budget</p> <p>Revenue Budget Development Information; Fee Amendments; Year End Review.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 196	<p><u>Asthma Program Participants Pictures</u></p> <p>Latino Health Initiative</p> <p>Other: Pictures of the asthma management program activities (for reporting purposes)</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 197	<p><u>Administrative</u></p> <p>Facilities and Logistics</p> <p>Motor Pool Logs, Admin Manuals, Maintenance Work Orders</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 198	<p><u>Evaluation - Neighborhood Safety Net</u></p> <p>Planning, Accountability and Customer Service</p> <p>All documents related to designing and planning evaluation activities of the department's Neighborhood Safety Net initiative</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 199	<p><u>Data Communication Services (Circuits Inventories)</u></p> <p>HHS OCOO/IT</p> <p>Network circuits used by the agency. For example, circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other related records.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 200	<p><u>Diabetes Data Collection System</u></p> <p>School Health Services</p> <p>Administrative. Automated system to allow all school-based staff to enter individual diabetes information. Reporting was developed for management and the County Council to show several different break outs of collected data.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 201	<p><u>Fetal and Infant Mortality Review Board (FIMR)</u></p> <p>Improved Pregnancy Outcomes Program (FIMR and/or CAT)</p> <p>the FIMR record includes meeting agendas, minutes, case reviews, stored electronically and searched for by fiscal year and day; Administrative/financial records include grants, program budget and processes, stored electronically and searched for by fiscal year and day; Paper records include copies of fetal and infant birth/death certificates, searched for by calendar year and case number and stored in a manner the meets all HIPAA requirements.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 202	<p><u>Administrative</u></p> <p>Community Health Services</p> <p>Administrative-Policy and procedures manual for Maternity Partnership Orientations for maternity partnership clients; Healthy Start Case Management Guidelines for case management services within a health center, state and federal regulations and historical data and updates.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 203	<p><u>Head Start Nursing Reports</u></p> <p>School Health Services</p> <p>Administrative - -Head Start Nursing services and supporting documentation</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 204	<p><u>Health Planning</u></p> <p>PHS Chief's Office</p> <p>CHIP, Epidemiology, Legislation, Certificate of Need</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 205	<p><u>Summer School Data Collection System</u></p> <p>School Health Services</p> <p>Administrative. Data tracking system designed to automate the process of collecting summer school employment data, per union agreements, to ensure coverage is provided for summer schools and the School Health Services Center.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 206	<p><u>Assignment Preference System</u></p> <p>School Health Services</p> <p>Administrative - Data tracking system designed to automate the process of collecting current school assignments, home school and preference information per union agreements.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 207	<p><u>Legislative Reviews for Maryland and US Govt</u></p> <p>PHS Legislative Analysis</p> <p>Copies of bills, fiscal note where applicable, policy note where applicable, background information for each PHS-related legislation that is reviewed by PHS programs. Documentation of MACHO review is included.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 208	<p><u>SHINE</u></p> <p>School Health Services</p> <p>Administrative. Database designed to store current school assignments, SHS personnel, asthma and teen pregnancy data. Interconnects with other data systems, provided real-time personnel and assignment data.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>

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Item No.	Description	Retention
1 -- 209	<p><u>Budget & Audits (site visits)</u></p> <p>Women's Cancer Control Program</p> <p>Budget document, Audit/site visit reports & responses including supporting documentation</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 210	<p><u>Flu Vaccine Tracking</u></p> <p>School Health Services</p> <p>Administrative. Data monitoring system used to track the flu vaccine supply at each school site within school health services, providing numbers of vaccine administered, expired doses and unused doses to be returned. The system differentiates between intramuscular shots and flu mist.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 211	<p><u>Training Data Collection System</u></p> <p>School Health Services</p> <p>Administrative. Online yearly survey to gather data from school-based staff describing the types of training and format staff would prefer to take part in during the school year.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 212	<p><u>Communicable Disease Tracking System</u></p> <p>School Health Services</p> <p>Administrative. Surveillance system which tracks students that are suspected of contracting MRSA and influenza like illnesses. Data is entered at the school level and reported out electronically on a daily basis by the CHAN/Emergency Preparedness Coordinator.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>

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Item No.	Description	Retention
1 -- 213	<p><u>Administrative Files/General Correspondence</u></p> <p>PHS Chief's Office</p> <p>Correspondence (i.e.. letters, memos, emails) received and sent, policies, protocols</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 214	<p><u>Administrative Records & Reports</u></p> <p>Service Eligibility Units (SEU)</p> <p>Administrative-Monthly stats, case transfers, staff training, manuals & updates, SOPs and security procedures.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 215	<p><u>Automated Monthly Reports</u></p> <p>School Health Services</p> <p>Administrative. Data collection program, which collects monthly health room and nurse statistical numbers from all 200 school sites. The data is displayed through customizable management reports by manager to satisfy various County and State reporting requirements.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 216	<p><u>Automated Leave Program</u></p> <p>School Health Services</p> <p>Administrative. Leave request program allowing for the call-in of unplanned leave by school-based staff and the recording of planned leave. The system collects and reports out on staff leave, integrating the online timecard process and leave reporting.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 217	<p><u>Group Homes Facilities & Misc. Nursing Homes/Doms</u></p> <p>Licensure and Regulatory Services-Health Care Facilities</p> <p>Survey Rpts. Ref. Material and Personnel Files</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 218	<p><u>Hearing and Vision Screening Summary</u></p> <p>School Health Services</p> <p>Administrative. Statistical summary of students who failed the hearing and vision screening and results of the referrals made.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 219	<p><u>Hearing and Vision Screening Worksheets</u> School Health Services</p> <p>Administrative. Worksheets for recording names and status of students who failed the hearing and vision screening.</p>	Retain 3 years, then destroy.
1 -- 220	<p><u>Food Stamp Nutrition Education Program Color Me Healthy Pre-K/Head Start Program</u> School Health Services</p> <p>Administrative - program meeting times and days and participants for the Color Me Healthy Pre-K/Head Start Program</p>	Retain 3 years, then destroy.
1 -- 221	<p><u>Mcares Montgomery Cares Advisory Board</u> Montgomery Cares</p> <p>Administrative: Agendas, Minutes, Quarterly Repots, Workgroup, Presentation, Reports Board Members</p>	Meeting minutes, agendas, policies/procedures, and annual reports be kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Item No.	Description	Retention
1 -- 222	<p><u>Administrative Files</u></p> <p>Refugee & Migrant Workers Health Assessment</p> <p>Monthly and Annual Statistics reporting testing and evaluations done, immunization given, and follow-up referrals.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 223	<p><u>Health Assessment Statistics Summary</u></p> <p>School Health Services</p> <p>Administrative. Summary of statistics collected from health records of students newly enrolled in MCPS schools. Data includes immunization status, health screenings and health conditions. Data is submitted to the state each year.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 224	<p><u>CHIP Resource Library</u></p> <p>Epidemiologist</p> <p>Compilation of background materials compiled to develop the Montgomery County Community Health Improvement Process. Copies of CHIP related tools, past health-related assessments in the county, national best practices of implementation of CHIP, compilation of reports and assessment on county residents in the broad health and well-being spectrum.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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1 -- 225	<p><u>Immunizations in Process</u></p> <p>School Health Services</p> <p>Administrative. Ongoing tracking system for students who have not completed their immunizations</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 226	<p><u>Administrative</u></p> <p>Licensure and Regulatory Services</p> <p>All Licensure and Regulatory Services, renewal notices, workers compensation request information, license renewal information, address and contact information</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 227	<p><u>Work Hours System</u></p> <p>School Health Services</p> <p>Administrative. Automated data application designed to capture school-based staff's proposed work hours and school coverage. Also, it fulfills the union agreement to notify staff of the lunch break requirement.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>

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Item No.	Description	Retention
1 -- 228	<p><u>State Meetings</u></p> <p>PHS Chief's Office</p> <p>Health Officers' Committee, MACHO, MMAC, COG, HO Roundtable, NACCHO, DHMH Agendas, Minutes, Presentations</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 229	<p><u>Administrative</u></p> <p>Licensure and Regulatory Services - Administrative</p> <p>Customers Database and Receipt Information</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 230	<p><u>Dental Reports</u></p> <p>Community Health Services/Dental</p> <p>Administrative-statistics and budget reports. Documents used in the preparation of annual office budget, estimates, expenditures and disbursements. May include correspondence, budget requests, proposal and instructions, computer reports, worksheets, staff reports, surveys and other related materials.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 231	<p><u>Clinical Fusion</u></p> <p>School Health Services</p> <p>Client and Administrative purpose. School Based Health and Wellness Centers: Enrollment Data, Demographic Data, Statistical Information, Insurance Data</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 232	<p><u>Administrative Files</u></p> <p>Refugee & Migrant Workers Health Assessment</p> <p>Policies and Procedures- These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Procedural directives to govern such internal management functions such as payroll, procurement, personnel administrations, and other internal management matters. Includes narrative or statistical report and related correspondence on program activities, circular letters or directives and records related to significant events in which department or office participated.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 233	<p><u>Administrative</u></p> <p>MA Eligibility Programs</p> <p>Administrative-Staff meeting agendas and minutes, stats for office procedures, Monthly stats for processed applications, client's id number, address, phone numbers, and bank statements; Client applications with ss# used to for incomplete applications</p>	<p>Non-permanent. Retain for 6 years then screen annually and destroy all material not needed for conduct of current business.</p>

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Item No.	Description	Retention
1 -- 234	<p><u>County Meetings</u></p> <p>PHS Chief's Office</p> <p>County Council, HHS Committee, Montgomery Cares Advisory Board, Commission on Health, Collaboration Council, Board of Health, HHS Excellence Agendas, Minutes, Presentations</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 235	<p><u>Management Records</u></p> <p>Community Health Services/Dental</p> <p>Administrative-Vendor communication/misc. dental supply invoices, and misc vendor forms</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 236	<p><u>Administrative/ESSENCE/CATI</u></p> <p>Public Health Emergency Preparedness and Response Program</p> <p>Administrative: Surveillance of Health Syndromes. Client Interviewing Software</p>	<p>Retain 10 years, then destroy.</p>

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Item No.	Description	Retention
1 -- 237	<p><u>Administrative</u></p> <p>HIV</p> <p>Administrative: Monthly and Annual Narrative Reports Program outcome measures</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 238	<p><u>Center for Continuous Learning PHS - Nuts & Bolts - Facilitator's Guide</u></p> <p>Special Projects</p> <p>PERSONNEL - Created PHS - Nuts & Bolts Center for Continuous Learning Education Training binder for orientation and training. (Public Health Services Nuts & Bolts, Facilitator's Guide) to share with PHS staff.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 239	<p><u>Mcares-Administrative Malpractice</u></p> <p>Montgomery Cares</p> <p>Administrative: Professional volunteer forms, License Verifications, Correspondence from clinics and Risk Management</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 240	<p><u>Health Appraisal and Immunization Worksheets</u></p> <p>School Health Services</p> <p>Administrative. Form used by staff when reviewing health records of student new to a school. Contains data about immunizations, health screenings and health conditions. Used to facilitate collection of statistical data submitted to state each year or upon request during the year.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 241	<p><u>Health Care for the Homeless</u></p> <p>Special Projects</p> <p>ADMINISTRATIVE - Files for the development of Healthcare for the Homeless Program to include budget recommendations, agenda/minutes, positions, 5-year Draft Plan, submission to County Council 3-14-07.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports be kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 242	<p><u>Administrative Files</u></p> <p>Women's Cancer Control Program</p> <p>General correspondence, files, reports, budget information and other administrative paper</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 243	<p><u>School Health Room Aide Orientation</u> School Health Services</p> <p>Administrative purpose. Includes calendar, class materials, clinical assignments for candidates and Board CNA application</p>	Retain 10 years, then destroy.
1 -- 244	<p><u>Program Administrative Records</u> Disease Control and Surveillance</p> <p>Monthly statistics, case and outbreak assignment notebook, forms</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1 -- 245	<p><u>Policies and Procedures</u> Disease Control and Surveillance</p> <p>Policies and Procedures for Disease Control Program, Rabies Control, Surveillance</p>	Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Item No.	Description	Retention
1 -- 246	<p><u>Health Officer Memos</u></p> <p>Special Projects-Cigarette Restitution Fund (CRF) Montgomery County Cancer Crusade Program</p> <p>ADMINISTRATIVE - Health Officer Memos containing DHMH, Cancer, Prevention, Education, Screening and Treatment (CPEST) Program filed in binders by fiscal year.</p>	<p>Retain for the Life of the program plus 1 year, then destroy.</p>
1 -- 247	<p><u>UOR Policies and Procedure Manual</u></p> <p>Special Projects - Under One Roof Medical Clinic (UOR)</p> <p>ADMINISTRATIVE - Contains all policies and procedures to run program.</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 248	<p><u>Administrative Files</u></p> <p>Immunization Vaccination Administration</p> <p>Monthly and Annual Statistics reporting # of clients seen and # of vaccines given</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 249	<p><u>Medication Dispensing Binder</u></p> <p>School Health Services</p> <p>Client purpose. School Based Health and Wellness Centers: Policy, Medication Logs, Pharmaceutical Information</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 250	<p><u>Children's Health Alert Network</u></p> <p>School Health Services</p> <p>Administrative purpose</p> <ol style="list-style-type: none"> 1. CHAN Daily Report - an online notification summary of schools with elevated absenteeism 2. CHAN Newsletter - a quarterly online publication addressing absentee reporting methods and emergency preparedness questions 3. CHAN Monthly Compliance Reports - a supervisor's report with school's reporting rates 4. CHAN Training PowerPoint Presentation - used to orient new staff 	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 251	<p><u>Administrative Files</u></p> <p>STD/HIV Client Services</p> <p>Contract monitoring. Reports and documents. County reports.</p>	<p>Retain contracts 5 yrs after expiration of contract, other files retain 3 years, then destroy</p>
1 -- 252	<p><u>SHS Sharps Injury Log</u></p> <p>School Health Services</p> <p>SHS Sharps Injury Log is an excel worksheet used for recording all percutaneous injuries to SHS staff occurring from contaminated sharps</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 253	<p><u>Emergency Operating Plan</u></p> <p>PHS Chief's Office</p> <p>Employee handbooks, Readiness manuals, Emergency Preparedness, CRI-Homeland Security, COOP, Homeland Security</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 254	<p><u>Certified Medication Technician (CMT)</u></p> <p>School Health Services</p> <p>Administrative purpose. Includes class roster, feedback exercises, CMT application for Board of Nursing. CMT License Tracking System - automated system to track required licenses for school health room aides. The system tracks and reports which SHRA's have a current license and which do not. It also alerts staff when a license is about to expire and its renewal.</p>	<p>Retain 15 years, then destroy.</p>

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Item No.	Description	Retention
1 -- 255	<p><u>Non-Fiscal Closed Records</u></p> <p>PHS Chief's Office</p> <p>Budget, Meetings, Emergency Preparedness, Montgomery Cares, Health Planning</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 256	<p><u>Medical Quality Assurance Audits</u></p> <p>PHS Chief's Office</p> <p>PHS Quality Assurance Consultant's Audits/report of findings for medical providers and clinics, corrective actions & correspondence</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 257	<p><u>Program Working Files</u></p> <p>Special Projects-Cigarette Restitution Fund (CRF) Tobacco /Cancer Program</p> <p>ADMINISTRATIVE, FINANCIAL, CONTRACT - Electronic file folder with program and grant documents. Files contain active and expired State grant procedures, approved fiscal year budgets, correspondence with the State and expired State reports.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 258	<p><u>SHS Bloodborne Pathogen Training (BBP) Tracking Database</u></p> <p>School Health Services</p> <p>SHS BBP Training Tracking Database houses the names of SHS staff who complete the SHS BBP Training Module</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 259	<p><u>School Community Health Nurse (SCHN) Orientation</u></p> <p>School Health Services</p> <p>Administrative and Personnel purpose</p> <p>1) SCHN Orientation Calendar is a MS table containing dates, times, locations, instructors, and classes for a SCHN orientation session. There are two 2-week SCHN orientation sessions conducted annually.</p> <p>2) Training Assignment log is a quality assurance document tracking experiences and mentors provided to the orientee.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 260	<p><u>CPR and First Aid (FA) Activity Reports</u></p> <p>School Health Services</p> <p>American Red Cross - Lay Responder FA and CPR/AED activity reports completed for each class taught</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 261	<p><u>Licensing and Accreditation Information</u></p> <p>School Health Services</p> <p>Administrative. Includes staff license numbers, contractor license numbers and expiration dates, Drug Enforcement Agency numbers, National Provider Identifier numbers, permit for drug dispensing, Clinical Laboratory Improvement Act numbers for all School Based Health and Wellness Centers, and state letter of permit exception numbers.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 262	<p><u>Policy and Procedure Manual</u></p> <p>Special Projects-Cigarette Restitution Fund (CRF) Montgomery County Cancer Crusade Program</p> <p>ADMINISTRATIVE - Policy & Procedure Manuals to run program.</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 263	<p><u>Policy and Procedure</u></p> <p>Office of Vital Records (Birth and Death Records)</p> <p>Policies and Procedures for processing death records and statement of age cards. Policies determined by DHMH Office of Vital Records and Montgomery County</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 264	<p><u>CHIP development and implementation documents</u></p> <p>Epidemiologist</p> <p>Documentation of the design implementation and results of the Montgomery County Community Health Improvement Process including the infrastructure and process for CHIP, integration of other models in this arena, participants and stakeholders, CHIP tools administered and related reports, project management files, and financial/budget items</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 265	<p><u>Certified Nursing Assistant (CNA) Program</u></p> <p>School Health Services</p> <p>Administrative purpose. Copies of the following: CNA applications, final exams, letters of certification, checks to pay for license. CNA License Tracking System - automated system to track required licenses for school health room aides. The system tracks and reports which SHRA's have a current license and which do not. It also alerts staff when a license is about to expire and its renewal.</p>	<p>Retain 15 years, then destroy.</p>
1 -- 266	<p><u>Blood Lead Certificate Summary Report</u></p> <p>School Health Services</p> <p>Administrative purpose. Record of the number of lead certificates returned for each school</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 267	<p><u>Program Administrative Records</u></p> <p>DAHC Directors Office</p> <p>Administration, , Program specific - HIV- West Nile, STD programs, emergency preparedness, manuals, COOP manuals</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 268	<p><u>Administrative</u></p> <p>Licensure and Regulatory Services - Administrative</p> <p>Customer Address, Contract, Payment and License Data information</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 269	<p><u>Administrative</u></p> <p>Public Health Emergency Preparedness and Response Program</p> <p>Administrative: Trainings, manuals, resources, protocols, reports, policies and procedures.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 270	<p><u>Public Health Plans</u></p> <p>Public Health Emergency Preparedness and Response Program</p> <p>Administrative: These plans are not housed at the Montgomery County Emergency Operation Center but corresponded with the Emergency Operation Plans (EOP) for our Emergency Support Functions. The EOPs are basically an outline for our role and responsibilities for emergencies. The Public Health Plans are very detailed and are updated yearly and as needed. The State holds a copy of our plans.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 271	<p><u>Certificate of Need (CON) Documentation.</u></p> <p>Health Planning</p> <p>COPIES of CON documents filed by health care organizations with the Maryland Health Care Commission (MHCC), MHCC responses and correspondence between MHCC and other involved parties. MHCC has all the original documents. These documents include, but are not limited to: inquiries about whether an organization must submit a CON application, CON applications, requests and responses to requests for additional information, CON determinations, appeals of disapproved CON applications, quarterly progress reports on approved CONs, requests for first use approval, notifications of changes in ownership, and requests to delicense approved beds.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 272	<p><u>School Health Services Policy and Procedure Manuals Volumes I-III</u></p> <p>School Health Services</p> <p>Administrative. Protocols and guidelines for provision of SHS by school nurses, school health room aides and other health services employees. Covers all programs. Vol I -Policies and Procedure guidance Vol II-First Aide Manual and Special Procedures; Volume III Forms Manual</p>	<p>Retain policies and procedures permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 273	<p><u>Memorandum of Understanding (MOUs)</u></p> <p>School Health Services</p> <p>Administrative. Describes the roles and responsibilities of School Health Services (SHS) for providing health services to students in MCPS schools, MCPS responsibilities relative to health and safety of students and areas for collaboration and mutual support regarding information technology, safety and environmental health media and communications, facilities and health education and promotion. Concerning responsibility in planning, design, construction, operation and maintenance of SBHCs and High School Wellness Centers built as part of school Capital Improvement Projects; details responsibilities of MCPS, MCDGS, DHHS,SHS. Contains the Authorized Provider Agreement with the American Red Cross.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Agency Montgomery County
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Division/Unit PHS
Administrative Records

Item No.	Description	Retention
1 -- 274	<p><u>School Based Health Center (SBHC) Policy and Procedure Manual</u></p> <p>School Health Services</p> <p>Administrative - Policies and procedures, forms and resources related to the operations and function of the SBHC.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 275	<p><u>Historical Memos and Documents</u></p> <p>School Health Services</p> <p>Administrative. Historical memos and documents for SHS and programs: union LMRC and follow up on disputes, grievances and issues; legislation and COMAR revisions relate to SHS; Discussions with Board of Nursing; Background on Programs.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
1 -- 276	<p><u>Administrative</u></p> <p>Women's Health Project Deliver</p> <p>Administrative; Physician Registry, Monthly and Fiscal Year Balance records for Project Deliver Program</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 277	<p><u>Service Area Meetings</u></p> <p>PHS Chief's Office</p> <p>Dental, Community Health, Asian American, Cancer Prevention, Lead Poisoning, CRF, Communicable Disease, Core Team, SLT, FIMR, Homeless Prevention, HIV, MCHP, LHI, Obesity, School Health, Licensure & Regulatory Services Agendas, Minutes, Presentations</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Item No.	Description	Retention
1 -- 278	<p><u>Administrative Files</u></p> <p>DAHC Directors Office</p> <p>Facility Plan, Evacuation Manual, Employee Handbook personnel manual, health office memos, policy and procedures, emergency operations, procurement regulations, contract admin. Training</p>	<p>Contracts- Retain 5 years from the expiration of the contract, then destroy. Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 279	<p><u>National Incident Management System (NIMS)</u></p> <p>School Health Services</p> <p>Administrative purpose</p> <p>1. NIMS 700 Training Module - online public health ready course required for all public health staff 2. NIMS Tracking Database and Scheduling System - online system tracking staff who complete NIMS training.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>

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Item No.	Description	Retention
1 -- 280	<p><u>Administrative</u></p> <p>Public Health Emergency Preparedness and Response Program</p> <p>Policies and procedures: Plans, Trainings, Resources. Public Health Ready certification, Emergency Plans and Protocols, APC toolkits, SNS Plan, After Action Reports</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 281	<p><u>Education Forms</u></p> <p>Special Projects-DHMH Oral Cancer Screening Program</p> <p>ADMNISTRATIVE - DHMH Oral Cancer, Prevention, Education, Screening program education and outreach forms.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Division/Unit PHS
Administrative Records

Item No.	Description	Retention
1 -- 282	<p><u>Administrative Files</u></p> <p>Immunization Vaccination Administration</p> <p>Policies and Procedures- These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Procedural directives to govern such internal management functions such as payroll, procurement, personnel administrations, and other internal management matters. Includes narrative or statistical report and related correspondence on program activities, circular letters or directives and records related to significant events in which department or office participated.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 283	<p><u>N95 Respirators</u></p> <p>School Health Services</p> <p>Administrative purpose</p> <p>1. N-95 Medical Clearance Form - OMS signature and date indicating medical clearance for wearing an N-95 respirator 2. N-95 Fit Test Tracking - online system tracking staff who complete N-95 fit testing which is required for all public health nurses, annually.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
1 -- 284	<p><u>Cigarette Restitution Fund (CRF) - Cancer Tobacco Budget</u></p> <p>Special Projects - Cigarette Restitution Fund - Cancer & Tobacco Prevention</p> <p>FINANCIAL - Montgomery County Maryland CRF Recommended Cancer and Tobacco Budgets for submitted to State DHMH; CRF Approved budgets; Revised budgets due to budget reductions.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Division/Unit PHS
Administrative Records

Item No.	Description	Retention
1 -- 285	<p><u>Immunizations Exemptions (MCDHHS 3209)</u> School Health Services</p> <p>Administrative purpose. List of students who are exempt from required immunizations and why. One form for each school for each school year.</p>	Retain 3 years, then destroy.
1 -- 286	<p><u>Administrative Files</u> Rental & Energy Assistance Programs</p> <p>Records which contain documents related to administration, program policies, procedures, regulations, financial documentation, invoices, budgets, reports, etc.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports be kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Agency Montgomery County
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Division/Unit SNHS
Administrative Records

Item No.	Description	Retention
1 -- 287	<p><u>Administrative records</u></p> <p>Rockville HSS Unit</p> <p>Administrative - including meeting notes, minutes, policy/practices, forms</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 288	<p><u>Emergency grant history reports, not active or closed records</u></p> <p>Housing Stabilization Services</p> <p>copies of reports of Emergency grants issues to customers grants issues, analysis of usage of these grants. In Excel, PDF format, all electronic. Includes recipient's name, client id#, amount of grant, payee, and other information related to these payments.</p>	<p>Non-permanent. Retain for 6 years then screen annually and destroy all material not needed for the conduct of current business.</p>
1 -- 289	<p><u>Ride -On Token and Smartrip Logs</u></p> <p>Rockville HSS Unit</p> <p>Token log indicates the number of tokens given to customer by worker approval on a specific date.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Agency	Montgomery County	Division/Unit	SNHS
	Department of Health and Human Services		Administrative Records

Item No.	Description	Retention
1 -- 290	<p><u>Administrative files</u></p> <p>Housing Stabilization Services</p> <p>Program applications and forms, internal and external resources, program policies and procedures and external policies. Client Case Records - maintained by Client Last Name, First Name, SSN and/or DOB; application begin and end dates entered on State of Maryland CARES database.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 291	<p><u>Electronic Administrative Files (active)</u></p> <p>Special Needs Housing</p> <p>ADMINISTRATIVE FILES Contract Monitoring files-budget development files, Future Fiscal Impact, performance data, Contract budget files, Budget competition lists, grantee write ups, ADMINISTRATIVE Human Resource and Personnel files, PAFs, hiring exemption requests, electronic payroll reports, position creation memos, position description forms.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1 -- 292	<p><u>Recruitment and hiring selection and interview documentation</u></p> <p>Housing Stabilization Services</p> <p>Resumes, interview questions with candidate answers, selection criteria</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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Division/Unit SNHS
Administrative Records

Item No.	Description	Retention
1 -- 293	<p><u>Administrative Files including program administration and standard operating procedures</u></p> <p>Housing Stabilization Services</p> <p>Records contain documentation relating to administration, standard operating procedures, policies, procedures, regulations, reports, etc.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Agency Montgomery County
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Division/Unit ADS
Board and Commission Record

Item No.	Description	Retention
2 -- 1	<p><u>Commission on Veterans Affairs Record</u></p> <p>Commission on Veterans Affairs</p> <p>Administrative - Minutes, agendas, attendance reports, testimony, legislation, membership lists, appointment papers, general volunteer forms, and correspondence.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 2	<p><u>Legislative Testimony, Focus Groups and Lobbying</u></p> <p>Commission on Aging</p> <p>Administrative - Commission on Aging Budget Legislative -1987-1995; Commission on Aging Testimony - 1987-1997; Commission on Aging Focus Groups - 1990-1993; Gaithersburg/Takoma Park/Bethesda - 1987-1988; Whitehouse conference on Aging - 1995; Bethesda Speakout - 1988; Silver Spring Speakout - 1991; NE Montgomery County Speakout -1989; Older American Achievement</p>	<p>Retain for 10 years, then destroy with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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	Department of Health and Human Services		Board and Commission Record

Item No.	Description	Retention
2 -- 3	<p><u>Financial</u></p> <p>Commission on Aging</p> <p>Financial - DVs, Printing Billings, ADPIC/FAMIS for Commission on Aging and few employee mileage reimbursement forms</p>	<p>Retain for 10 years, then destroy with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 4	<p><u>Commission on People with Disabilities Record</u></p> <p>Commission on People with Disabilities</p> <p>Administrative - Minutes, agendas, attendance reports, testimony, legislation, annual reports, membership lists, appointment papers, general volunteer forms, proclamations, correspondence, letters of opposition/support, and grants.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Agency	Montgomery County	Division/Unit	ADS
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Item No.	Description	Retention
2 -- 5	<p><u>APGRB Records (Adult Public Guardianship Review Board)</u></p> <p>Continuing APS and Public Guardianship</p> <p>Administrative - Maryland law mandates that an Adult Public Guardianship Review Board (APGRB) be convened monthly to review the case plan for each Public Guardianship Ward every six months. The client reports (prepared by case managers) and recommendations are retained by the Secretary. In addition, membership lists are maintained.</p>	<p>Retain for 10 years, then destroy with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 6	<p><u>Maryland Accessibility Code Waivers</u></p> <p>Commission on People with Disabilities</p> <p>Administrative - Accessibility waiver requests received from the Maryland Department of Housing and Community Affairs, waiver recommendation letters, floor plans and/or architectural drawings and Waiver Acceptance or Denial Letters.</p>	<p>Retain for 10 years, then destroy with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Board and Commission Record

Item No.	Description	Retention
2 -- 7	<p><u>Ethics Board Minutes - Chief's Office</u></p> <p>Chief's Office</p> <p>Administrative - Minutes from the now defunct Ethics Board</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 8	<p><u>Correspondence - Commission on Aging</u></p> <p>Commission on Aging</p> <p>Administrative - Bios for Commission, Letters of Invitation, Meeting Summaries</p>	<p>Retain for 10 years, then destroy with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
2 -- 9	<p><u>Historical Commission on Aging</u></p> <p>Commission on Aging</p> <p>Administrative - Commission on Aging - 1981-2002; COA Membership - 1981-1990; Commission on Aging Minutes - 1986-2001; Executive Committee - 1995-1998; Public Policy Committee - 1991-1999; Senior Mental Health Committee - 1995-1998; Senior Oversight Committee - 1996-1998</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 10	<p><u>Statistical</u></p> <p>Commission on Aging</p> <p>Administrative - Budget - 2007-2009, Commission on Aging - Statistical information for county budgets for work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.</p>	<p>Retain for 10 years, then destroy with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
2 -- 11	<p><u>VASAP - Victim Services Advisory Board Records</u></p> <p>Victim Assistance and Sexual Assault Program (VASAP)</p> <p>Administrative: Agenda, roster, minutes</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 12	<p><u>CSA/SPM - Mental Health Advisory Commission Record</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Membership data, meeting minutes, policy and procedures, event calander, correspondence</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Item No.	Description	Retention
2 -- 13	<p><u>AAS - Alcohol and Other Drug Abuse Advisory Council Administrative Records</u></p> <p>Adult Addiction Services (AAS)</p> <p>Administrative: Meeting minutes, agendas, annual reports, membership rosters, correspondence, schedules.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 14	<p><u>APP - Victim Programs Advisory Board Records</u></p> <p>Abused Persons Program (APP)</p> <p>Administrative: Agendas, minutes, annual reports, correspondence for Spouse Abuse Task Force and Victim Services Advisory Board.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Division/Unit BHCS
Board and Commission Record

Item No.	Description	Retention
2 -- 15	<p><u>Criminal Justice Behavioral Health Initiative (Steering Committee) Records</u> Adult Addiction Services (AAS) Administrative: Meeting agendas, minutes, MOUs, testimony, meeting schedules, rosters.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 16	<p><u>Commission on Children and Youth Records</u> Juvenile Justice Services Administrative-records include meeting agendas and minutes, testimony, correspondence, reports, Nancy Dworkin Outstanding Service to Youth Award materials and member rosters from 1998 to present.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Division/Unit CYFS
Board and Commission Record

Item No.	Description	Retention
2 -- 17	<p><u>Commission on Child Care- Administration</u></p> <p>Early Childhood Services</p> <p>Administrative- Records include meeting agendas, meeting minutes, testimony, correspondence, fact sheets, reports, and member lists. (1988-Present)</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 18	<p><u>Board of Social Services Record</u></p> <p>CYFS Chief's Office</p> <p>Meeting minutes, agendas, handouts, orientation materials</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Division/Unit CYFS
Board and Commission Record

Item No.	Description	Retention
2 -- 19	<p><u>Commission on Juvenile Justice Annual Files and Reports</u></p> <p>Juvenile Justice Services</p> <p>Administrative-historical commission reports and meeting minutes, meeting agendas, letters, reports, communications among Commission members, etc.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2 -- 20	<p><u>Commission on Health Minutes and Documents</u></p> <p>Commission on Health</p> <p>The approved minutes, agendas, handouts, committee roles and priorities, the annual report as well as testimonies given before the County Executive and County Council are stored. The approved minutes are sent in hard copy each month to the Rockville Library for inclusion in their Government Documents Section.</p>	<p>Meeting minutes, agendas, policies/procedures, and annual reports are kept permanently. Transfer every 5 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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	Department of Health and Human Services		Client Records

Item No.	Description	Retention
3 -- 1	<p><u>Older Adults Waiver (OAW) Client Record</u></p> <p>Older Adults Waiver (OAW)</p> <p>OLDER ADULTS WAIVER - CASE MANAGEMENT: Client Information Sheet, Financial Application with Documentation, (SSS/Medicare/Medicaid Cards, 3 latest bank statements, SSI/SSA Award Letter, MALTC Approved Letter (if nursing home), any other insurances/documents, etc), Participant Consent Form, MDOA Acknowledgement Form, Progress Notes, Quarterly Visit Notes; DEWS Internal Papers - (Division of Eligibility Services): Initial Approval – (DHMH/OA 05B Form), Summary of Procedures for Hearings – (DHMH/WAI 03 an attachment), Authorization to Participate - (ATP), If LTCF Discharge – (additional papers): DHMH Form 257 – (LTC Patient Activity Report), Waiver Advisory Opinion Letter - (DHMH/OA 05C Form), Advisory Authorization to Participate, Certification of Technical/Medical Eligibility Form – (Initial Determination), AERS Level of Care – (LOC), Case Manager’s Plan of Care w/signatures, AERS Plan of Care, AERS Medication Page– (DHMH 4286A if any), MDOA Provider Preauthorization Form – (if needed), OAW Provider Referral Form – (if needed), Maryland Money Follows the Person Consent Form – (if nursing home client), Participants Consent Form; If Assisted Living Facility Participant: Level of Care and Rate Certification Form, Health Care Practitioner Physical Assessment Form – (Form 4506), Assisted Living Manager’s Assessment Form – (Form 4506), Level of Care Scoring Tool - (Form 4506); Revised Plan of Care: Plan of Care with signatures, MDOA Provider Preauthorization Form – (if needed), OAW Provider Referral Form – (if needed) ; If Assisted Living Facility - New Participant: Level of Care and Rate Certification Form, Health Care Practitioner Physical Assessment Form – (Form 4506), Assisted Living Manager’s Assessment Form – (Form 4506), Level of Care Scoring Tool - (Form 4506), Annual Plan of Care Package: DEWS Approved Letter – (if any), Certification of Technical/Medical Eligibility Form – (Redetermination), AERS Level of Care – (LOC), Case Manager’s Plan of Care w/signatures, AERS Plan of Care , AERS Medication Page – (DHMH 4286A –if any), MDOA Provider Preauthorization Form – (if needed), OAW Provider Referral Form – (if needed), Level of Care Rate Certification Form - (if ALF participant), Participants Consent Form; Correspondence: Incoming- DEWS Denial Letter - (DHMH /OA 07) (if any), DEWS Disenrollment Letter – (DHMH/OA 09) (if any), Summary of Procedures for Hearings – (DHMH/WAI 03 an attachment), Denial Authorization to Participate – (if pending client closed), Notice of Case Activity Form – (if active client closed), DEWS Verification/Information Request Form, Outgoing- Letter to DEWS (Division of Eligibility Services), Letter to DHMH (Department of Health</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>

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3 -- 2	<p>& Mental Hygiene), Others - (Agencies/Counties); Reportable Events -- (if any); MDOA Adult Daycare Pre-Authorization Form -- (if any), Miscellaneous, Environmental Assessment Report; Behavioral Consultation Report, Nurse Monitoring Report OLDER ADULTS WAIVER -- AERS MANAGEMENT: Nursing Activity Form, Client Information Sheet, AERS Plan of Care, Case Manager's Plan of Care, Summary of Contacts/Progress Notes, Health Assessment Form -- (DHMH 4286-A&B), Functional Assessment Form -- (DHMH 4286-C), Psychosocial Assessment Form -- (DHMH 4286-D&E), Mini-Mental State Exam -- (MMSE), Level of Care Form -- (LOC), Medical Eligibility Form 3871, OAW AERS Responsibilities Form, Release of Information Form, HIPAA Form; Closing Form -- (DHMH 3846), Billing Form -- (DHMH 4286); View Notes, Past Medical History , Miscellaneous</p> <p><u>Client In-Home Aide Service (IHAS) Database Automated "Records"</u></p> <p>Home Care Services</p> <p>Client - Client IHAS database automated "record" is searched for primarily by client name.</p>	Retain 6 years, then destroy.

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3 -- 3	<p><u>Public Guardianship Client Records</u></p> <p>Continuing APS and Public Guardianship</p> <p>Client - Currently open records are retained in filing cabinet by assigned case manager. Supervisory maintains skeletal - - file in her office. Closed client records are retained for approximately one year and then sent to county archives. Forms: TAD/CIS – Montgomery County, Audit/Case Record Checklist, Service Application – 248A, Release of Information, Acknowledgement of AERS Responsibility (AERS Consent Form), Income Eligibility Worksheet – 248B/Steps Worksheet, Financial Documentation, STEPS Reimbursement Form (DHMH 4286 – for Waivers & Eligible STEPS), AERS Closing Form (DHMH 3846), Notice of Privacy Practices, Case Transfers, Closed Record Tracking Form; Disposition/Concluding Remarks (Client Snapshot), Intake/Case Assignment Form (Client Snapshot), Preliminary Service Plan, APS Outcome/Investigation Form , Recommended Plan of Care (DHMH 4286 F), Reconsideration (If applicable), Health Evaluation (DHMH 4286 A, B) , Health/Medical Information Form (used when no RN assigned), ADL (Activities of Daily Living) Form, Psychosocial Evaluation (DHMH 4286 D, E), Mental Status Exam, Nursing/Social Work Contact Sheets, Previous Assessment (If case open before), Waiting List Info. (ADL's/Severity of needs scale); Internal Papers: IHAS Packet Checklist For Initial Assessment, IHAS Application (DHR/CSA 515-A), 515B Functional Assessment (ADLs), 515B Part B Eligibility for Nursing Home, 515C Ranking Scale, 525A IHAS Care Plan Agreement 525B IHAS Care Plan (Must Be Signed by RN or MD), DHMH 3871 B Medical, Eligibility Review Form / LOC, Adult Foster Care Application, Respite Care application, Senior Care Referral Form / Senior Approval Letter, Emergency Services Grant, Application/ Motel Voucher, Client Supplies/Heavy Chore, 310, 312, Referral to MAPC Program, Sort Referral Form; External Papers: Medical Reports, Hospital Summaries/Reports, Nursing Summaries/Reports, Psychological/Psychiatric Reports, Correspondence/Reports/Evaluation from SORT, Correspondence from other Agencies; Court Reports, Certificates of Incompetency, Staffing Summary (Final Completed Copy), Supervisory Notes (Green Sheets); Eligibility/Closing Letter (542, Letter Addressed to Client), Letters to Clients – Include Open and Close (542), Aftercare Plan, GES Psychiatric Letter, Letters to other Agencies, Letters to Client/Family (other than form letters)</p>	Retain 1 year on-site, then 5 years off-site, then destroy.

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Description

Retention

3 -- 4

In-Home Aide Service (IHAS) Nurse Records

Home Care Services

Other - Nurse record of client's medical condition and service use, is searched for primarily by client name and DHR/CIS assigned case number- IHAS Care Plan/Personal Care Plans (DHR/CSA 525B); Home Care Unit-Nurse Notes- Summary of Contacts/Progress Notes sheets; Authorization to Release/Receive Information sheets (DHHS-HIPAA 11/03 form); A & D Home Care Unit Nursing Assessment sheets, Medical Reports, Hospital Summaries/Reports, Nursing Summaries/Reports, Psychological/Psychiatric Reports, Correspondence/Reports/Evaluation from SORT, Correspondence from other Agencies; "Mapquest" Maps for directions to client's home; IHAS Database Print Screen of Demographic basic client information

Retain 2 years on-site, then 4 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 5	<p><u>Adult Evaluation Review System (AERS) Case Records</u></p> <p>AERS Program</p> <p>Forms: TAD/CIS – Montgomery County, Audit/Case Record Checklist, Service Application – 248A, Release of Information, Acknowledgement of AERS Responsibility (AERS Consent Form), Income Eligibility Worksheet – 248B/Steps Worksheet, Financial Documentation, STEPS Reimbursement Form (DHMH 4286 – for Waivers & Eligible STEPS), AERS Closing Form (DHMH 3846), Notice of Privacy Practices, Case Transfers, Closed Record Tracking Form; Disposition/Concluding Remarks (Client Snapshot), Intake/Case Assignment Form (Client Snapshot), Preliminary Service Plan, APS Outcome/Investigation Form , Recommended Plan of Care (DHMH 4286 F), Reconsideration (If applicable), Health Evaluation (DHMH 4286 A, B) , Health/Medical Information Form (used when no RN assigned), ADL Form, Psychosocial Evaluation (DHMH 4286 D, E), Mental Status Exam, Nursing/Social Work Contact Sheets, Previous Assessment (If case open before), Waiting List Info. (ADL's/Severity of needs scale); Internal Papers: IHAS Packet Checklist For Initial Assessment, IHAS Application (DHR/CSA 515-A), 515B Functional Assessment (ADLs), 515B Part B Eligibility for Nursing Home, 515C Ranking Scale, 525A IHAS Care Plan Agreement 525B IHAS Care Plan (Must Be Signed by RN or MD), DHMH 3871 B Medical, Eligibility Review Form / LOC, Adult Foster Care Application, Respite Care application, Senior Care Referral Form / Senior Approval Letter, Emergency Services Grant, Application/ Motel Voucher, Client Supplies/Heavy Chore, 310, 312, Referral to MAPC Program, Sort Referral Form; External Papers: Medical Reports, Hospital Summaries/Reports, Nursing Summaries/Reports, Psychological/Psychiatric Reports, Correspondence/Reports/Evaluation from SORT, Correspondence from other Agencies; Court Reports, Certificates of Incompetency, Staffing Summary (Final Completed Copy), Supervisory Notes (Green Sheets); Eligibility/Closing Letter (542, Letter Addressed to Client), Letters to Clients – Include Open and Close (542), Aftercare Plan, GES Psychiatric Letter, Letters to other Agencies, Letters to Client/Family (other than form letters)</p>	Retain 2 years on-site, then 4 years off-site, then destroy.

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3 -- 6	<p><u>APS Case Records</u></p> <p>APS Program</p> <p>Forms: TAD/CIS – Montgomery County, Audit/Case Record Checklist, Service Application – 248A, Release of Information, Acknowledgement of AERS Responsibility (AERS Consent Form), Income Eligibility Worksheet – 248B/Steps Worksheet, Financial Documentation, STEPS Reimbursement Form (DHMH 4286 – for Waivers & Eligible STEPS), AERS Closing Form (DHMH 3846), Notice of Privacy Practices, Case Transfers, Closed Record Tracking Form; Disposition/Concluding Remarks (Client Snapshot), Intake/Case Assignment Form (Client Snapshot), Preliminary Service Plan, Adult Protection Risk Assessment Summary/Protective Services Planning & Outcomes, Reconsideration (If applicable), Health Evaluation (DHMH 4286 A, B) , Health/Medical Information Form (used when no RN assigned), ADL Form, Psychosocial Evaluation (DHMH 4286 D, E), Mental Status Exam , Nursing/Social Work Contact Sheets, Previous Assessment (If case open before), Waiting List Info. (ADL's/Severity of needs scale); Internal Papers: IHAS Packet Checklist For Initial Assessment, IHAS Application (DHR/CSA 515-A), 515B Functional Assessment (ADLs), 515B Part B Eligibility for Nursing Home, 515C Ranking Scale, 525A IHAS Care Plan Agreement 525B IHAS Care Plan (Must Be Signed by RN or MD), DHMH 3871 B Medical, Eligibility Review Form / LOC, Adult Foster Care Application, Respite Care application, Senior Care Referral Form / Senior Approval Letter, Emergency Services Grant, Application/ Motel Voucher, Client Supplies/Heavy Chore, 310, 312, Referral to MAPC Program, Sort Referral Form; External Papers: Medical Reports, Hospital Summaries/Reports, Nursing Summaries/Reports, Psychological/Psychiatric Reports, Correspondence/Reports/Evaluation from SORT, Correspondence from other Agencies; Court Reports, Certificates of Incompetency, Staffing Summary (Final Completed Copy), Supervisory Notes (Green Sheets); Eligibility/Closing Letter (542, Letter Addressed to Client), Letters to Clients – Include Open and Close (542), Aftercare Plan, GES Psychiatric Letter, Letters to other Agencies, Letters to Client/Family (other than form letters)</p>	<p>Retain APS records 5 years at the local department level, then destroy. Retain abuse and neglect indicated records 20 years, then destroy. Retain records of abuse or neglect ruled out or unsubstantiated 5 years after the case is closed, then destroy. Retain Notice of Privacy Policy (NOPP) and Release Forms 6 years, then destroy.</p>

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Item No.	Description	Retention
3 -- 7	<p><u>Project Home/Adult Foster Care</u></p> <p>Project Home/Adult Foster Care</p> <p>Forms: TAD/CIS – Montgomery County, Audit/Case Record Checklist, Service Application – 248A, Release of Information, Acknowledgement of AERS Responsibility (AERS Consent Form), Income Eligibility Worksheet – 248B/Steps Worksheet, Financial Documentation, STEPS Reimbursement Form (DHMH 4286 – for Waivers & Eligible STEPS), AERS Closing Form (DHMH 3846), Notice of Privacy Practices, Case Transfers, Closed Record Tracking Form; Disposition/Concluding Remarks (Client Snapshot), Intake/Case Assignment Form (Client Snapshot), Preliminary Service Plan, APS Outcome/Investigation Form, Recommended Plan of Care (DHMH 4286 F), Reconsideration (If applicable), Health Evaluation (DHMH 4286 A, B), Health/Medical Information Form (used when no RN assigned), ADL Form, Psychosocial Evaluation (DHMH 4286 D, E), Mental Status Exam, Nursing/Social Work Contact Sheets, Previous Assessment (If case open before), Waiting List Info. (ADL's/Severity of needs scale); Internal Papers: IHAS Packet Checklist For Initial Assessment, IHAS Application (DHR/CSA 515-A), 515B Functional Assessment (ADLs), 515B Part B Eligibility for Nursing Home, 515C Ranking Scale, 525A IHAS Care Plan Agreement 525B IHAS Care Plan (Must Be Signed by RN or MD), DHMH 3871 B Medical, Eligibility Review Form / LOC, Adult Foster Care Application, Respite Care application, Senior Care Referral Form / Senior Approval Letter, Emergency Services Grant, Application/ Motel Voucher, Client Supplies/Heavy Chore, 310, 312, Referral to MAPC Program, Sort Referral Form; External Papers: Medical Reports, Hospital Summaries/Reports, Nursing Summaries/Reports, Psychological/Psychiatric Reports, Correspondence/Reports/Evaluation from SORT, Correspondence from other Agencies; Court Reports, Certificates of Incompetency, Staffing Summary (Final Completed Copy), Supervisory Notes (Green Sheets); Eligibility/Closing Letter (542, Letter Addressed to Client), Letters to Clients – Include Open and Close (542), Aftercare Plan, GES Psychiatric Letter, Letters to other Agencies, Letters to Client/Family (other than form letters)</p>	Retain 2 years on-site, then 4 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 8	<p><u>Austism Waiver Client Record</u></p> <p>Community Support Network</p> <p>Consent/Authorization Forms, HIPAA, Family Mail Correspondence, Provider Mail Correspondence, Notice of Case Activity; Current Technical Eligibility Form, Current IEP/IFSP, Request for Exception; ICF-MR Request Forms, Current Level of Care Determination/Redetermination, Supporting Documentation (including medical letters/evaluations/physicals); Waiver Plans of Care, Provider Referrals/Reports (including treatment plans), Service Request/Declination Forms, Reportable Events Forms, Autism Waiver Monthly Services Calendars; Financial Application, Medical Assistance Letter of Eligibility, DHR Correspondence, Purchase of Service, Environmental Accessibility Adaptation; Monthly Contact Sheets ,Relevant Email Correspondence,Non-Mail Provider Correspondence</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 9	<p><u>Client In-Home Aide Service (IHAS) Case Records</u></p> <p>Home Care Services</p> <p>IHAS Wait List application is searched for primarily by client name. REGISTRATION DOCUMENT: 248A, TADS, Data Input Form (Service 1); FINANCIAL ELIGIBILITY: 248B; APPLICATION FOR HOME CARE: 515 Series Forms; CARE PLANS: 525 Series, Reconsideration Forms, Parent Aide Goal Plan; IHAS CASE ACTIONS: 965; FEE INFORMATION: Eligibility Letters, Fee Letters, Bills; COMPLIANCE: Quarterly Reports, Monthly Reports, Monthly Hours of Service, Aide Contact Sheets; Nurse's Reports: Home Care, Vendor Nurses Reports, Nurse Contact Sheets/Notes; CORRESPONDENCE : Consent Forms; CASE MANAGEMENT: Check Off Sheet, Home Care Social Worker Notes, Transfer Summary</p>	Retain 2 years on-site, then 4 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 10	<p><u>Client Case Management (CM) Social Service to Adults (SSTA)</u> <u>Contract Agency Case Records</u></p> <p>Home Care Services</p> <p>Client- Client Contract CM record is searched for primarily by client name and DHR/CIS assigned case number. Client - Client IHAS record is searched for primarily by client name and DHR/CIS assigned case number- Forms: TAD/CIS – Montgomery County, Audit/Case Record Checklist, Service Application – 248A, Release of Information, Acknowledgement of AERS Responsibility (AERS Consent Form), Income Eligibility Worksheet – 248B/Steps Worksheet, Financial Documentation, STEPS Reimbursement Form (DHMH 4286 – for Waivers & Eligible STEPS), AERS Closing Form (DHMH 3846), Notice of Privacy Practices, Case Transfers, Closed Record Tracking Form; Disposition/Concluding Remarks (Client Snapshot), Intake/Case Assignment Form (Client Snapshot), Preliminary Service Plan, APS Outcome/Investigation Form , Recommended Plan of Care (DHMH 4286 F), Reconsideration (If applicable), Health Evaluation (DHMH 4286 A, B) , Health/Medical Information Form (used when no RN assigned), ADL Form, Psychosocial Evaluation (DHMH 4286 D, E), Mental Status Exam, Nursing/Social Work Contact Sheets, Previous Assessment (If case open before), Waiting List Info. (ADL's/Severity of needs scale); Internal Papers: IHAS Packet Checklist For Initial Assessment, IHAS Application (DHR/CSA 515-A), 515B Functional Assessment (ADLs), 515B Part B Eligibility for Nursing Home, 515C Ranking Scale, 525A IHAS Care Plan Agreement 525B IHAS Care Plan (Must Be Signed by RN or MD), DHMH 3871 B Medical, Eligibility Review Form / LOC, Adult Foster Care Application, Respite Care application, Senior Care Referral Form / Senior Approval Letter, Emergency Services Grant, Application/ Motel Voucher, Client Supplies/Heavy Chore, 310, 312, Referral to MAPC Program, Sort Referral Form; External Papers: Medical Reports, Hospital Summaries/Reports, Nursing Summaries/Reports, Psychological/Psychiatric Reports, Correspondence/Reports/Evaluation from SORT, Correspondence from other Agencies; Court Reports, Certificates of Incompetency, Staffing Summary (Final Completed Copy), Supervisory Notes (Green Sheets); Eligibility/Closing Letter (542, Letter Addressed to Client), Letters to Clients – Include Open and Close (542), Aftercare Plan, GES Psychiatric Letter, Letters to other Agencies, Letters to Client/Family (other than form letters)</p>	Retain 2 years on-site, then 4 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 11	<p><u>Ombudsman Client Records</u></p> <p>Ombudsman</p> <p>A case file report of Resident from Ombudsmanager: (This is state client database system). This form will always be on file of record., Case report-intake form, Resident to Resident Abuse Report, Staff to Resident Abuse Report, Progress Notes, Notice of Discharge From Facility to Resident(legal Doc), Correspondence letters from Staff /Resident/ other</p>	<p>Permanent. Retain 3 years then transfer to the Maryland State Archives for permanent retention.</p>
3 -- 12	<p><u>In-Home Aide Service (IHAS) Referral Wait List Applications</u></p> <p>Home Care Services</p> <p>Other - IHAS Wait List application is searched for primarily by client name. REGISTRATION DOCUMENT: 248A, TADS, Data Input Form (Service 1); FINANCIAL ELIGIBILITY: 248B; APPLICATION FOR HOME CARE: 515 Series Forms; CARE PLANS: 525 Series, Reconsideration Forms, Parent Aide Goal Plan; IHAS CASE ACTIONS: 965; FEE INFORMATION: Eligibility Letters, Fee Letters</p>	<p>Retain 6 years, then destroy.</p>
3 -- 13	<p><u>HBCW Resource Coordination Record</u></p> <p>Community Support Network</p> <p>EVS Recipient Eligibility Verification Printout, PCIS-II Printout (Demographics Page, Disability/Eligibility Page, Contacts Page, Services Page), General Information Page; Most Recent HIPAA Release Form, Most Recent Consent to Release Information, Most Recent Statement of Services for General Case Management, Service Funding Plans~ if applicable, Guardianship Papers (if the person is not his/her own legal guardian); DDA Referral Form, Hot Issues Form, Annual Plan (AP), Cover Sheet, Signature Page, Person Centered Plan, Annual Review Form, Visit Form, Goals/Outcomes Forms , Assessment Page, Visit Forms; Purchase of Service Information, All written correspondence for up to one year ; All Medical Evaluations (i.e., dental, physical, psychological, psychiatric, Behavior Plan~ if one exists, etc) for up to one year; All Progress Notes (i.e., telephone calls, emails)</p>	<p>Retain 2 years on-site, then 5 years off-site, then destroy.</p>

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Item No.	Description	Retention
3 -- 14	<p><u>My Turn Client Record</u></p> <p>Community Support Network</p> <p>General Information, Contact sheet, MT Plan, Release of Information; Diagnosis/Eligibility Documentation; My Turn Funds Encumbrance Sheet and Tracking Sheet; Statement of responsibilities, vouchers, invoices, timesheets and/or payment stubs; Correspondence Section (faxes, letters, etc.); Progress/ Monitoring Notes</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 15	<p><u>Senior Nutrition Client Records</u></p> <p>Senior Nutrition Program</p> <p>Registration and nutrition checklist forms from congregate and homebound participants</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 16	<p><u>Group Senior Assisted Housing Subsidy Program Record</u></p> <p>Senior Community Program</p> <p>Program Application, Pension, Social Security and other government benefits statements, and other information documenting income, Asset info - bank statements, life insurance policy info showing cash surrender value, etc., Prescription drug receipts and other records documenting medical expenses, Nurse's AERS assessment or physician assessment, Correspondence to/from client and/or representative</p>	Retain 3 years, then destroy (per the agreement we sign with the MD Department of Aging, which contains the conditions for our receiving the funds. The specific language is in Section 14 of the agreement.)

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Item No.	Description	Retention
3 -- 17	<p><u>Senior Care/SSTA/APS Case Records</u></p> <p>Senior Care/SSTA/APS</p> <p>Forms: TAD/CIS – Montgomery County, Audit/Case Record Checklist, Service Application – 248A, Release of Information, Acknowledgement of AERS Responsibility (AERS Consent Form), Income Eligibility Worksheet – 248B/Steps Worksheet, Financial Documentation, STEPS Reimbursement Form (DHMH 4286 – for Waivers & Eligible STEPS), AERS Closing Form (DHMH 3846), Notice of Privacy Practices, Case Transfers, Closed Record Tracking Form; Disposition/Concluding Remarks (Client Snapshot), Intake/Case Assignment Form (Client Snapshot), Preliminary Service Plan, APS Outcome/Investigation Form , Recommended Plan of Care (DHMH 4286 F), Reconsideration (If applicable), Health Evaluation (DHMH 4286 A, B) , Health/Medical Information Form (used when no RN assigned), ADL Form, Psychosocial Evaluation (DHMH 4286 D, E), Mental Status Exam, Nursing/Social Work Contact Sheets, Previous Assessment (If case open before), Waiting List Info. (ADL's/Severity of needs scale); Internal Papers: In Home Aides Services Report DHR/SSSA 502, IHAS Packet Checklist For Initial Assessment, IHAS Application (DHR/CSA 515-A), 515B Functional Assessment (ADLs), 515B Part B Eligibility for Nursing Home, 515C Ranking Scale, 525A IHAS Care Plan Agreement 525B IHAS Care Plan (Must Be Signed by RN or MD), DHMH 3871 B Medical, Eligibility Review Form / LOC, Adult Foster Care Application, Respite Care application, Senior Care Referral Form / Senior Approval Letter, Emergency Services Grant, Application/ Motel Voucher, Client Supplies/Heavy Chore, 310, 312, Referral to MAPC Program, Sort Referral Form; External Papers: Medical Reports, Hospital Summaries/Reports, Nursing Summaries/Reports, Psychological/Psychiatric Reports, Correspondence/Reports/Evaluation from SORT, Correspondence from other Agencies; Court Reports, Certificates of Incompetency, Staffing Summary (Final Completed Copy), Supervisory Notes (Green Sheets); Eligibility/Closing Letter (542, Letter Addressed to Client), Letters to Clients – Include Open and Close (542), Aftercare Plan, GES Psychiatric Letter, Letters to other Agencies, Letters to Client/Family (other than form letters)</p>	Retain 2 years on-site, then 4 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 18	<p><u>ADRU Cases</u></p> <p>Resource Unit</p> <p>Client - Records of seniors that require ongoing assistance, face to face contact and attend senior center, identified by client name. Case Forms: Intake/Case Assignment Form, Notice of Privacy, Release of Information; ADRU Forms: Service Summary; Documentation: CARES/CIS print outs , Correspondence to and from client and or involved parties, Copies of completed applications, Supporting documentation, Verifications; Progress Notes: Contact Sheets</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 19	<p><u>Individual Support Services Client Record</u></p> <p>Community Support Network</p> <p>General Information page, Release of Information consent, HIPAA notice; Current ISS Plan, IP, IEP, etc., DDA Service Funding Plan, Photo ID and SS Card; Purchase of Service Request Form (Encumbrance Sheet), Budget Tracking Sheet; Statement of Responsibilities, Vouchers, Invoices, timesheets, estimates, etc. ; Correspondences (Letters, Faxes, Memos); Email Correspondences, Progress Notes, Site Visit Form</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 20	<p><u>CCMS - Temporary Cash Assistance (TCA) Client Records</u></p> <p>Community Case Management Services (CCMS)</p> <p>Client: DHR forms, HIPAA consents, release of information, DHR activities agreement</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 21	<p><u>Adult Behavioral Health Client Records</u></p> <p>Adult Behavioral Health (ABH)</p> <p>client demographic information including insurance, intake evaluation, fee information, income verification psychiatric evaluation, medical history, medications type, amount, frequency, progress notes, releases of information, hospitalization information. Treatment plans, discharge plans and forms. Records are kept in alphabetical order by last name, records must meet HIPAA and state of maryland mental health regulations requirements.</p>	Retain 2 years on-site, then 4 years off-site, then destroy.

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Client Records

Item No.	Description	Retention
3 -- 22	<p><u>CATS - Client Database</u> Clinical Assessment and Triage Services (CATS)</p> <p>Client: Listing all inmates evaluated by CATS staff. It includes demographic information, inmate serial numbers, staff assignments, disposition and comments.</p>	Retain 6 years, then destroy.
3 -- 23	<p><u>CATS - HG 8-505 Database</u> Clinical Assessment and Triage Services (CATS)</p> <p>Administrative: Listing of all inmates referred for HG 8-505 evaluations. It includes location of inmates, date received, date evaluation completed, disposition</p>	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
3 -- 24	<p><u>CCMS - Targeted Case Management Service (TCM) Client Records</u> Community Case Management Services (CCMS)</p> <p>Client: CCMS referral forms, releases of information, referral forms to other treatment, housing and supportive services, discharge summaries, individual service plans personnel performance evaluations, dhmh summaries, supportive services descriptions, statistics, and billing spreadsheets</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 25	<p><u>CSA/SPM - Housing Placement: Residential services</u> Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Administrative: Client: Residential Rehabilitation Services Admission Packet</p>	Retain 2 years, then destroy.
3 -- 26	<p><u>Crisis Center - Clinical Database</u> Crisis Center</p> <p>Administrative. School Referral data and statistics, Critical Incident Response data and statistics, Emergency Petition data and statistics</p>	Retain 6 years, then destroy.

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Item No.	Description	Retention
3 -- 27	<p><u>CRES - Transitional Services Client Records</u> Community Re-Entry Services (CRES) Client: Psychiatric evaluation, prescription information, and case notes.</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 28	<p><u>CRES - Electronic Client Record</u> Community Re-Entry Services (CRES) CRES Database - Client: Record that includes client name, number, date of service, treatment plan, and discharge date. Record is found by name or date of service.</p>	Retain 7 years, then destroy.
3 -- 29	<p><u>CATS - Transfer Summary Records</u> Clinical Assessment and Triage Services (CATS) Client: Summary of mental health and substance abuse assessment findings.</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 30	<p><u>CATS - Client Records</u> Clinical Assessment and Triage Services (CATS) Client: Intake form, HIPAA forms, release of information, progress notes, psychiatric consultations, transfer summary, miscellaneous information.</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 31	<p><u>CATS - MasterPsych Database</u> Clinical Assessment and Triage Services (CATS) Client: List of all Montgomery County Detention Center / Correctional Facility (MCDC/MCCF) inmates receiving psychiatric services</p>	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

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3 -- 32	<p><u>CATS - Court Evaluation (HG-8-505 orders) Records</u></p> <p>Clinical Assessment and Triage Services (CATS)</p> <p>Client: Evaluations, intake information, notes, general correspondence, court correspondence</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 33	<p><u>APP - Case Tracking Records</u></p> <p>Abused Persons Program (APP)</p> <p>Client: APP Case Tracking Database- contain summary records of all clients referred, served and a summary of services received 1/1985-present.</p>	<p>Retain APS records 5 years at the local department level, then destroy. Retain abuse and neglect indicated records 20 years, then destroy. Retain records of abuse or neglect ruled out or unsubstantiated 5 years after the case is closed, then destroy. Retain Notice of Privacy Policy (NOPP) and Release Forms 6 years, then destroy.</p>
3 -- 34	<p><u>JAS - Client Records</u></p> <p>Jail Addiction Services- JAS</p> <p>Client, Administrative: Admissions Package, Assessment, Discharge Package, Misc. Client Documentation, Orientation Documentation, JAS Client Database</p>	<p>Retain 2 years on-site, then 6 years off-site, then destroy.</p>
3 -- 35	<p><u>Safety Net Services Case Records</u></p> <p>Crisis Center</p> <p>Client: Progress Notes, Intake & Evaluation form, Psychiatric Evaluation, Medication Record, Lab Record, Miscellaneous Correspondence</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>

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Item No.	Description	Retention
3 -- 36	<p><u>CATS - Inmate Log</u> Clinical Assessment and Triage Services (CATS)</p> <p>Client: List of referrals to CATS. Demographic information including serial number, staff assignment and legal disposition.</p>	Retain 6 months, then destroy.
3 -- 37	<p><u>CAMHS: Client Referral Record</u> Child and Adolescent Mental Health Services - Outpatient Mental Health Clinic (CAMHS)</p> <p>Client: Records that indicate client demographic information, problem description, and reason for referral. Referrals are placed in the chart once the client is admitted or declared eligible for the program. Records of clients who do not meet the eligibility criteria are filed.</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 38	<p><u>CCMS - Targeted Case Management (TCM) Service Client Record</u> Community Case Management Services (CCMS)</p> <p>Client: referral form, medical necessity form; psychosocial assessment; individual service plan, demographic copies (birth certificate, picture id ss card etc..) criminal papers hospital discharge papers & assessments; progress notes, referrals to treatment programs, referrals to shelter/housing programs, referrals to other services, transportation, medical; releases of information and hipaa consents; correspondence to providers; state application, forms, for entitlements; discharge letter/summaries</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 39	<p><u>APP - Client Records</u> Abused Persons Program (APP)</p> <p>Client: Records of client services: intake assessment, referral documents, court documents, correspondence, progress notes.</p>	Retain 2 years on-site, then 4 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 40	<p><u>Montgomery County Pharmacy Program Client Records</u></p> <p>Mental Health Services for Seniors and Persons with Disabilities</p> <p>Client: Prescription information; including provider and psychiatrist information</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 41	<p><u>Crisis Center - Client Case Record</u></p> <p>Crisis Center</p> <p>Client: Psychiatric Evaluation, Progress Notes, Intake and Evaluation Form, Fee Agreement, Release of Information, Medication Record, General Medical Questionnaire, Lab Record, Miscellaneous Correspondence</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 42	<p><u>MHP database</u></p> <p>Access to Behavioral Health Services (ABHS)</p> <p>Client, Administrative: Mental health information on clients referred, information on providers in the public mental health system, phone call log</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 43	<p><u>CCMS - PATH Client Record</u></p> <p>Community Case Management Services (CCMS)</p> <p>Client: Referral form, Enrollment form, individual service plan, demographic copies (birth certificate, picture id; ss card etc.) criminal papers; docr documentation; progress notes, referrals to treatment programs, referrals to shelter/housing programs, releases of information and hipaa consents; discharge letters/summaries</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 44	<p><u>ABH Electronic Client Tracking Record</u></p> <p>Adult Behavioral Health (ABH)</p> <p>information in the AVATAR database includes demographic, financial, entitlements, number of sessions, authorizations, value options information, name of therapist and psychiatrist, no show rate, active caseload for the program</p>	Retain 2 years on-site, then 5 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 45	<p><u>CSA/SPM - Crisis Intervention Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Adminstrative: Interagency (state, County, federal) and family correspondence</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 46	<p><u>CSA/SPM - Hospital Service Records</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Adminstrative: Springfield Hospital - Interagency correspondence, clinical notes, psychiatric evaluation, admission requests, CSA request letter, discharge reports, related forms, meeting notes, assessment packet, determination letter. Finan Center - Inpatient assessment packet, preadmission packet.</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 47	<p><u>CAMHS: Home BaseTeam: Client Records</u></p> <p>Child and Adolescent Mental Health Services - Home Based Team (CAMHS)</p> <p>Client: These records include multiple charts referencing client information and treatment. These records are maintained for clients actively receiving clinical services or whose case has been closed for the Home Based Team Program</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 48	<p><u>VASAP - Victim Assistant Records</u></p> <p>Victim Assistance and Sexual Assault Program (VASAP)</p> <p>Client: Client intake form, correspondence, release of information form, police reports, court related documents, victim impact statements, progress notes, counseling referral form, CICB related correspondance, compensation form, compensation authorization form, check request form, compensation verification form, check receipt verification form, copies of bills</p>	Retain 2 years on-site, then 5 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 49	<p><u>Methadone Dispensing Records</u></p> <p>Methadone Assisted Treatment</p> <p>Administrative, Client: Client names and amount of methadone dispensed per client on a daily basis.</p>	<p>Retain Inactive Files for 5 Years After Last Entry, and then Destroy. Retain Records of Children (18 or Younger) Until age of 24, and then Destroy</p>
3 -- 50	<p><u>Crisis Center - Locator Files</u></p> <p>Crisis Center</p> <p>Client: Triage Form, Intake and Evaluation Form, Progress Notes, Notice of Privacy Practice, Release of Information, Miscellaneous Correspondence</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 51	<p><u>OAS - Client Records</u></p> <p>Outpatient Addiction Services (OAS)</p> <p>Client, Administrative: Client charts which include admission, discharge, psychiatric, medical and other data pertaining to substance abuse and mental health treatment. Signed consents and urinalysis results can also be found in charts. Outside consent forms and other information will also be added to records as necessary. A complete treatment record.</p>	<p>Retain 2 years on-site, then 5 years off-site, then destroy.</p>
3 -- 52	<p><u>CRES - Correspondence Records</u></p> <p>Community Re-Entry Services (CRES)</p> <p>Client, Administrative: Court letters, treatment recommendations.</p>	<p>Retain 2 years on-site, then 5 years off-site, then destroy.</p>
3 -- 53	<p><u>CAMHS Client Case Records</u></p> <p>Child and Adolescent Mental Health Services - Outpatient Mental Health Clinic (CAMHS)</p> <p>Client: Records contain multiple client charts that include clinical information regarding clients who are actively receiving clinical services or whose case has been closed, and then archived.</p>	<p>Retain 2 years on-site, then 5 years off-site, then destroy.</p>

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Item No.	Description	Retention
3 -- 54	<p><u>ABH - Client Records</u></p> <p>Access to Behavioral Health Services (ABHS)</p> <p>Client: Assessments, HIPAA forms, client demographic information, Gains assessment tool, consent forms, referral information Information is listed by fiscal year and by client name</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 55	<p><u>VASAP - Active Case Records</u></p> <p>Victim Assistance and Sexual Assault Program (VASAP)</p> <p>Client: Opening log/intake form, fee assessment form, intake and termination summary, new client date sheet, computer form/client update form, signature of client rights and grievances and HIPAA, release of information, correspondence reference client, other reports, medication records, lab reports, progress notes, psychiatric eval/referral, group therapy notes, client generated material, clinical notes, case reviews</p>	<p>Retain 2 years on-site then off-site juvenile-until 21 years of age, adults-5 years, then destroy.</p>
3 -- 56	<p><u>CSA/SPM - Residential Services Wait List Record</u></p> <p>Core Services Agency/System Planning and Mangement (CSA/SPM)</p> <p>Client, Administrative: Residential Rehabilitation Services Admisison Packet</p>	<p>Retain 2 years, then destroy.</p>
3 -- 57	<p><u>CRES - Client Records</u></p> <p>Community Re-Entry Services (CRES)</p> <p>Client: CRES intake form, release of information forms, court letters, correspondence, treatment documentation, client progress notes.</p>	<p>Retain 2 years on-site, then 5 years off-site, then destroy.</p>

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Item No.	Description	Retention
3 -- 58	<p><u>Early Childhood Mental Health Consultation</u></p> <p>Early Childhood Services</p> <p>Client- Early Childhood Mental Health Consultation Program Files: Telephone Referral & Caregiver Information Forms; Correspondence; Brief Consult Forms; Notification & Consent Forms; Partnership Agreements; Plans of Action; Assessment Forms; Monthly Consultation Interaction Logs; Disposition Forms; Staff Evaluations; Parent Evaluations</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 59	<p><u>Child Care Health Consultation-Client</u></p> <p>Early Childhood Services</p> <p>Client- Records of contact and attempted contacts with programs. Onsite, telephone, and email child care health and safety consultations and subsequent recommendations provided to the program by the child care health consultant. Documentation of onsite non-credit trainings. MOU with centers seeking National Association for the Education of Young Children accreditation.</p>	Retain 2 years on-site, then 5 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 60	<p><u>Consolidated Local Implementation Grant (CLIG)- Client</u></p> <p>Early Childhood Services- Infants and Toddlers Program</p> <p>Client- A. Early Intervention Records (educational/ medical records) for children with developmental delays ages birth to 4 years which includes:</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Evaluations & Assessments - Screening Tools, varies per case 2. <input type="checkbox"/> Eligibility Statements 3. <input type="checkbox"/> Developmental Summaries 4. <input type="checkbox"/> IFSP (Individualized Family Service Plan) 5. <input type="checkbox"/> Authorization to Assess 6. <input type="checkbox"/> Conference Forms 7. <input type="checkbox"/> Correspondence – Service Coordinator to Parent and others; request for records 8. <input type="checkbox"/> Consent to Release Information 9. <input type="checkbox"/> MA Billing Record Log – if appropriate 10. <input type="checkbox"/> Hospital Discharge Summaries and Medical Records – if appropriate 11. <input type="checkbox"/> Individual Home Visit Notes 12. <input type="checkbox"/> Family Contact Log <p>B. Surrogacy Applications C. Requests for Interpreters D. Reports: Families with Email, Children Preparing to Transition</p>	<p>Retain 2 years on-site, then 5 years off-site, then destroy.</p>
3 -- 61	<p><u>Medical Assistance Client Records</u></p> <p>Child Welfare Services</p> <p>Client Records- Foster Care and Kinship Care cases and subsidized Adoption cases</p>	<p>Retain Foster Care/Kinship Care Records for the duration of the child's stay in care; could be up to child's 21st birthday Retain Subsidized Adoption Records- could be up to 21st birthday, depending upon continued participation in education - State regulated retention time. Then kept onsite for 1 year, then transfer to the Maryland State Archives for Permanent retention.</p>

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Item No.	Description	Retention
3 -- 62	<p><u>Child Protective Services Investigation and Non-Investigation Records</u> Child Welfare Services</p> <p>Case records involving confidential information as protected by law: Case Records contain confidential information as protected by law: Child Information Sheet, Parent information sheet, casework services, family history/social summaries, SAFE C, Safety Plan, Court orders, court reports, correspondence, occassionally DVD's of Police interviews, etc. Filed by Case Head identification number.</p>	Permanent. Retain 7 years, then transfer to Maryland State Archives for permanent retention.
3 -- 63	<p><u>Violence Prevention Initiative (VPI) Client Record</u> Violence Prevention Initiative</p> <p>Client Files-Family Assessment, Juvenile Record Copy, Client Visits/Contact Notes, referralsclients in file folders filed alphabetically in file drawers</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 64	<p><u>Adoption Client Record</u> Child Welfare Services</p> <p>The Adoption Client Record has many documents, but among them are: Case Plans, Safey Plan, Psychosocial Assessment, Court Report, Court Order, DHR/SSA 807 FC - Worker Contact Sheets, DHR/SSA 6.101 - 105 Documentation for IV-E, DHR/SSA 310 - Payment Authorization, School Report Card, Individual Education plan (I.E.P.), Birth Certificate, Social Security Card, DHR/SSA 631 Series - Health Passport, Adoption Petition Packet (Adoption petition, Pre/Post placement reports, guardianship decree, etc.)</p>	Permanent. Retain 10 years, then transfer to the Maryland State Archives for permanent retention.
3 -- 65	<p><u>Child Care Subsidy Programs Case Management Record</u> Income Supports / Child Care Subsidy Program WPA and POC</p> <p>These case records may contain all or some of the following (for either State-funded Purchase of Care program or County-funded Working Parents Assistance Program): Applications, Verifications of residency, income, activity, child support pursuit, child care provider. Customer documentation including birth certificates, proof of identification and citizenship.</p>	Retain 1 year after case closed, then destroy.

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Item No.	Description	Retention
3 -- 66	<p><u>SASCA Client Files</u></p> <p>Screening and Assessment Services for Children and Adolescents (SASCA)</p> <p>client files, Release of Information, printout of Assessment files are searched by date of service and then alphabetically</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy. - 6 years on-site for electronic, then destroy.</p>
3 -- 67	<p><u>Income Supports Case Records</u></p> <p>Income Supports / Food Stamps, Temporary Cash Assistance, TDAP or Medical Assistance</p> <p>These case records may contain all or some of the following: Applications for Food Stamps, Temporary Cash Assistance, TDAP or Medical Assistance, Change Notices, Determination of Eligibility, Work Registration, Medical Reports, Customer documentation including Birth certificates, proof of identification and citizenship</p>	<p>Retain 1 year on-site, 2 years off-site, then destroy.</p>
3 -- 68	<p><u>Kennedy Cluster Client Records</u></p> <p>CAS (SCBS)</p> <p>Client - Referral form, consent form, needs form filed by client name. "S" drive filed under cfy-kennedy. Client files are kept open as long as client is seen- at the longest 12 years.</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 69	<p><u>Independent Living Client Record</u></p> <p>Independent Living</p> <p>The Independent Living Client Record has many documents, but among them are: Case Plans, Safety Plan, Psychosocial Assessment, Court Report, Court Order, DHR/SSA 842 - Independent Living Start up Grant, receipts for coupons or tokens, pay stubs from Independent Living youth, DHR/SSA 807 FC - Worker Contact Sheets, DHR/SSA 6.101 - 105 Documentation for IV-E, DHR/SSA 310 - Payment Authorization, School Report Card, Birth Certificate, Social Security Card, DHR/SSA 631 Series - Health Passport</p>	<p>Retain 2 years on-site, then 5 years off-site, then destroy.</p>

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Item No.	Description	Retention
3 -- 70	<p><u>LOCATE Child Care Client Records</u></p> <p>ECS- Child Care Resource and Referral Center</p> <p>Client- Record of client requests for child care referrals and information used to identify appropriate child care referrals and other resource referrals: Contains child care counselor's daily logs and notes, e-mail requests, intake forms and follow-up forms. Provides contact information for client, information about child care needs, copy of child care provider referrals sent to client.</p>	Retain 15 months per funding agency (Maryland Committee for Children) policies and procedures, then destroy
3 -- 71	<p><u>SHES LTL Client Records</u></p> <p>CAS (SCBS) / Linkages to Learning</p> <p>Client- Consent to receive Case MangementServices and exchange information, Intake Form, Progress Notes, Service Agreement. All mailing related to the case, copy of applications to County/State Programs, and copy of client documentation, (e.g child's birth certificate, rent contract, etc)</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 72	<p><u>Project Participant Client Files</u></p> <p>ECS- Child Care Resource and Referral Center</p> <p>Client- databases and/or excel spreadsheets of individuals awarded with early childhood scholarship, accreditation support, start-up project funding and training incentives. Paper files include signed applications, correspondence, credentials earned, observational records, record of materials provided, program evaluations</p>	Retain 7 years, then destroy.
3 -- 73	<p><u>Personnel Training Records</u></p> <p>Conservation Corps</p> <p>Client - Corps member personal such as name-demographic data-family contact, contact, orientation, career exploration, and other program information.</p>	Retain 1 year after record closure, then destroy.

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3 -- 74	<p><u>Foster and Adoptive Parent Case Records</u></p> <p>Foster and Adoptive Parents</p> <p>Some of what may be found in these records are: Home approval certificate, Adoption decrees (if applicable), Application for Resource Family, Biological Children's birth certificate, Foster Parent Agreement, Confidentiality/Information Sharing Form, Clearance Information, Home Study, FBI Criminal Clearance Check, MD State Criminal Clearance Check, Driver's license and Car Insurance Verification, budget Sheet & Verification of Income, Medical with TB tests, Approval letter, references.</p>	Permanent. Retain 7 years, then transfer to the Maryland State Archives for permanent retention.
3 -- 75	<p><u>Client Financial Record</u></p> <p>Child Welfare Services</p> <p>Financial Documents - Flex Fund/Purchase Authorization/Voucher (312's), Assistance Payment Authorization (310's), Voucher Forms, Service Authorization Request Form, Binder. State funded Automated Financial System (AFS) Financial tracking - containing name of clients, payment amount, payee, date of payment)</p>	Retain 2 years on-site, then 5 years off-site, then destroy.
3 -- 76	<p><u>Case Records</u></p> <p>Child Welfare Services</p> <p>Case Records contain confidential information as protected by law: Child Information Sheet, Parent information sheet, casework services, family history/social summaries, SAFE C, Safety Plan, Court orders, court reports, correspondence, etc. They are filed by Case Head identification number. These are client records.</p>	Permanent. Retain 7 years, then transfer to Maryland State Archives for permanent retention.
3 -- 77	<p><u>Foster Care Client Record</u></p> <p>Child Welfare Services</p> <p>The Foste Care Client many documents, but among them are: Case Plans, Safety Plan, Psychosocial Assessment, all Kinship materials, Kinship Caregiver Agreement, Criminal Background Checks, Home Health Report, Court Report, Court Order, DHR/SSA 807 FC - Worker Contact Sheets, DHR/SSA 6.101 - 105 Documentation for IV-E, DHR/SSA 310 - Payment Authorization, School Report Card, Individual Education plan (I.E.P.), Birth Certificate, Social Security Card, DHR/SSA 631 Series - Health Passport</p>	Permanent. Retain 7 years, then transfer to Maryland State Archives for permanent retention.

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Item No.	Description	Retention
3 -- 78	<p><u>ChildLink</u> Early Childhood Services Client-ChildLink Intakes and Follow-Ups; Outreach Charts</p>	Retain 3 years, then destroy.
3 -- 79	<p><u>AAHI Hepatitis B Screening</u> Asian American Health Initiative Client, Hepatitis Screening Record, Registration Form, Screening Consent Form, HIPAA, Record can be searched by Last Name</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 80	<p><u>Income Maintenance (Support) - ODO/DENIED</u> Facilities and Logistics FS-Food Stamps, DC-Day Care, PA-Public Assistance, HC-Home Care, ES-Emergency Services, EA-Emergency Assistance, MA-Medical Assistance, TCA-Temporary Case Assistance. THESE RECORDS ARE CLIENT FILES/CASES THAT WERE DENIED BENEFITS.</p>	Retain 1 year on-site, then 1 year at the State Records Center, then destroy.
3 -- 81	<p><u>Asthma Program Participants information</u> Latino Health Initiative Client; registration list, pre and post test, attendance list, informed consents</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 82	<p><u>Income Maintenance (Support)- CLOSED</u> Facilities and Logistics Client Records: FS-Food Stamps, DC- Day Care, PA- Public Assistance, HC- Home Care, ES-Emergency Services, EA-Emergency Assistance, MA-Medical Assistance, TCA-Temporary Case Assistance. THESE RECORDS ARE CLIENT CASES THAT WERE APPROVED/OPENED AND EVENTUALLY CLOSED.</p>	Retain 1 year on-site, then 2 years at the State Records Center, then destroy.

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3 -- 83	<p><u>Child Welfare Services - Permanent (Substantiated)</u></p> <p>Facilities and Logistics</p> <p>PS - Protective Services, FS - Foster Care, KC- Kin Ship Care, CW - Child Welfare, SF - Services to Families, cases were some sort of claim was substantiated and further action required</p>	<p>Permanent. Retain 7 years, then transfer to Maryland State Archives for permanent retention.</p>
3 -- 84	<p><u>Foreign Trained Health Professionals Case Management Files</u></p> <p>Latino Health Initiative</p> <p>Client: case records for FTHP program clients including relevant previous background documentation tracking progress within the program and financial assistance records.</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 85	<p><u>Foreign Trained Health Professionals Program Potential Client Files</u></p> <p>Latino Health Initiative</p> <p>Client: applications, contact information, background documentation for potential future participants to the FTHP program</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 86	<p><u>Case Management</u></p> <p>TESS Community Center</p> <p>Client records noting assistance received, follow up and case disposition, Records will obtain idemographic information, letters written, documents translated, record of information notarized</p>	<p>Retain 3 years, then destroy.</p>
3 -- 87	<p><u>Child Welfare- Expunged/Unsubstantiated</u></p> <p>Facilities and Logistics</p> <p>Cases referred to Child Welfare Services where claim was not substantiated by CWS</p>	<p>Retain 5 years - 25 years (determined by Child Welfare) then destroyed on site.</p>

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Item No.	Description	Retention
3 -- 88	<p><u>Katrina Records</u></p> <p>Planning, Accountability and Customer Service</p> <p>Original and only database printout of Katrina files and information files</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 89	<p><u>Client records</u></p> <p>African American Health Program</p> <p>These include client records of clients in SMILE nurse case management program; diabetes classes, dining club and individual counseling and HIV records. SMILE records include records on infants and adult women. These include consent forms, release of information, clinical records, enrollment forms.</p>	Retain SMILE records 3 years, then destroy. Retain DHMH Woman, Infant and Child Certification Records until 24 yrs of age or death, whichever is earlier, then destroy; Retain Chronic disease records 5 years then destroy; Retain confidential HIV testing consent forms 1 year, then destroy.
3 -- 90	<p><u>Client Syphilis Investigations</u></p> <p>STD</p> <p>Client: Includes syphilis field records, cases and congenital cases (Form 126). Remains open until case is closed. Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	Permanent. Retain 5 years after case is closed, then transfer to the Maryland State Archives for permanent retention.
3 -- 91	<p><u>Mcares HCH - Client Records</u></p> <p>Montgomery Cares</p> <p>Montgomery Cares Health Care for the Homeless Hospital Discharge Referrals. Referral Form, Discharge Summary, History, Physical, Medication lists, Consultant Reports and Laboratory.</p>	Retain 1 year, then destroy.

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Item No.	Description	Retention
3 -- 92	<p><u>Home / Hospital Teaching Applications</u> School Health Services</p> <p>Client records. 1. Application for home/hospital teaching for students. 2. Medication orders for students. 3. Individual education plans for students.</p>	Retain 3 years, then destroy.
3 -- 93	<p><u>Cancer Cluster/Cancer Concern Inquiries</u> Epidemiologist</p> <p>Compilation of reports from resident with inquiries regarding rare or seemingly higher than expected number of individuals with cancer. Each case is identified individual making inquiry, zip code encompassing cases of concern, and date of inquiry. Within each record, a summary of resident concerns, recorded actions taken to provide additional information or coordination with DHMH to address concerns of resident. Confidential tabulations of records and cases within identified zip codes are part of the record and require files to be handles as CONFIDENTIAL with files in a locked secure location. Complimentary electronic fills are also part of these records with excel spreadsheets tabulation standardized incidence ratios and other rates and statistics relevant to the inquiry - based on Maryland Cancer registry data.</p>	Retain 10 years, then destroy.
3 -- 94	<p><u>Medical Assistance Client Record</u> Service Eligibility Units (SEU)</p> <p>Client-MCHP /FAC (medical assistance) client records which include birth certificates, ss#, confirmation of eligibility, income verifications, client ID, CARES Narrative and approval copies, and applications.</p>	Retain 3 years, then destroy.
3 -- 95	<p><u>School Based Health Center (SBHC) Medical Record</u> School Health Services</p> <p>Client - Client demographic information, enrollment forms, medical history, health information, visitation records, lab results</p>	Retain until 24 years of age, or death if earlier, then destroy.

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Item No.	Description	Retention
3 -- 96	<p><u>Patients Medical Records</u></p> <p>Special Projects - Under One Roof Medical Clinic (UOR)</p> <p>CLIENT - Patient Records contains physical exam, medications, lab results, diagnostic reports and progress notes.</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 97	<p><u>Montgomery County Cancer Crusade (MCCC) Local Database</u></p> <p>Special Projects-Cigarette Restitution Fund (CRF) Montgomery County Cancer Crusade Program</p> <p>CLIENT, ADMINISTRATIVE, FINANCIAL - Access database used to enter and keep records of referrals to the CRF Cancer Program. It includes client information, demographic, medical and financial information.</p>	Retain for life of program, plus 1 year, then destroy.
3 -- 98	<p><u>Prostate Cancer Patient Charts</u></p> <p>Special Projects-Cigarette Restitution Fund (CRF) Montgomery County Cancer Crusade Prostate Screening Program</p> <p>CLIENT RECORDS - Contains medical history, prostate screening reports, demographics as well as doctors notes. Biopsy results and course of treatment for client.</p>	Retain 10 years after patient is discharged from program, the destroy.
3 -- 99	<p><u>Women's Interagency HIV Study Client Record</u></p> <p>Women's Interagency HIV Study (WIHS)</p> <p>Client record part of research project. Each binder represents 2 year client information</p>	Retain 5 years, then destroy.
3 -- 100	<p><u>Client Record dental services</u></p> <p>HIV-Dental</p> <p>Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	Retain 10 years after last entry, then destroy.

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Item No.	Description	Retention
3 -- 101	<p><u>Dedicated Administrative Care Coordination Team (DACCT) Client Record</u></p> <p>Dedicated Administrative Care Coordination Team</p> <p>Education for MA Pregnant Women; MA families and parents of newborns eligible for MA including navigation and utilization of MA, linking to OB providers and community resources; Files include multiple records: Maryland Prenatal Risk Assessments; Prenatal Screening; Newborn Report; MA for Families; DACCT Team Client Records</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 102	<p><u>Client Medical Records</u></p> <p>Special Projects-Cigarette Restitution Fund (CRF) Montgomery County Cancer Crusade Program</p> <p>CLIENT - Patient records include intake, history and physical, eligibility, pathology reports and other health reports .</p>	Retain 10 years after patient is discharged from program, then destroy.
3 -- 103	<p><u>Public Health Emergency Preparedness and Response Program Client Records</u></p> <p>Public Health Emergency Preparedness and Response Program</p> <p>Client: Health Screening Consent Forms Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	Permanent. Retain 6 years then transfer to the Maryland State Archives for permanent retention.
3 -- 104	<p><u>State Epidemiologist Client Record</u></p> <p>State Epidemiologist</p> <p>Epidemiology records of newly diagnosed HIV/AIDS patients. Documentation of transmission category and other demographic information</p>	Retain for 1 year, then destroy.

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3 -- 105	<p><u>Client HIV Positive/AIDS Records (Diagnostic Evaluation Services)</u></p> <p>HIV</p> <p>Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	Retain 10 years after last entry, then destroy.
3 -- 106	<p><u>MCCC/Smoking Cessation Patient Records</u></p> <p>Special Projects -Cigarette Restitution Fund (CRF) Tobacco Prevention Program-Smoking Cessation</p> <p>CLIENT - Records contain medical history, treatment records and other pertinent medical notes from Tobacco Treatment Specialist.</p>	Retain 5 years, then destroy.
3 -- 107	<p><u>HSCRC utilization files</u></p> <p>Epidemiologist</p> <p>HSCRC= Health Service Cost Review Commission- Hospital inpatient and emergency room encounters for all Maryland residents including county residents regardless of where in the state the encounter took place, as well as all encounters in county hospitals, regardless of their jurisdiction of residence. Also includes accompanying data file documentation, and related SPSS and SAS programming files that require restricted access and must adhere to DHMH privacy and confidentiality requirements.</p>	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
3 -- 108	<p><u>Vital Events Annual Files</u></p> <p>Epidemiologist</p> <p>The electronically released individual birth and death records, accompanying data file documentation, and related SPSS and SAS programming files that require restricted access and must adhere to DHMH privacy and confidentiality requirements.</p>	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

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3 -- 109	<p><u>Medical Assistance Client Record</u> Service Eligibility Units (SEU)</p> <p>Client-MCHP /FAC (medical assistance) client records which include birth certificates, ss#, confirmation of eligibility, income verifications, client ID, CARES Narrative and approval copies, and applications.</p>	Retain 3 years, then destroy.
3 -- 110	<p><u>SEU Client Records</u> Service Eligibility Units (SEU)</p> <p>Client-Supervisory review records, work order appeal requests; subpoena & at risk records, caseload assignments, newborn reports, and re-determination reports</p>	Retain 3 years, then destroy.
3 -- 111	<p><u>Copies of Birth and Death Certificates</u> Office of Vital Records (Birth and Death Records)</p> <p>Hard copies of birth records from 1895 to Jan 2001. More recent birth records are kept in EVRS (state electronic database). Death records (copies) are kept at DAHC. Original records are kept for 7 days and then sent to DHMH.</p>	Retain Copies of Death Certificates for 3 Years, and then Destroy. Retain Copies of Birth Certificates Permanently. Transfer every 10 years to MD State Archives.
3 -- 112	<p><u>School Based Wellness Center Medical Record</u> School Health Services</p> <p>Client purpose. School Based Wellness Center: Client demographic information, enrollment forms, medical/health history, visit records, laboratory results</p>	Permanent. Retain on-site 3 years after discharge, then transfer to the Maryland State Archives for permanent retention.
3 -- 113	<p><u>Rabies Client record</u> Disease Control and Surveillance</p> <p>Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form. Fee collection, insurance documentation, billing information for rabies vaccine and RIG (Rabies Immune Globulin)</p>	Retain 10 years, then destroy.

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Item No.	Description	Retention
3 -- 114	<p><u>Client Record/ Refugee Record</u></p> <p>Refugee & Migrant Workers Health Assessment</p> <p>HIMS & AIF - Client demographic info; health screening info</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 115	<p><u>Client Sexually Transmitted Disease Records</u></p> <p>STD</p> <p>Client: STD Medical Record remains open until results are given and or treatment. Then closed. Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	Retain 5 years, then destroy.
3 -- 116	<p><u>Client Record</u></p> <p>Community Health Services</p> <p>Client-Discharged nursing case management records that contain encounters, nursing care plan, client contacts, and care coordination referrals; SOP/Procedures for case management, prenatal orientations, and partnership case management that is specific to GHC; Pregnancy test results & Immunization records</p>	Retain on-site 1 fiscal year after discharge from active service, then retain off-site for 25 years, then destroy.
3 -- 117	<p><u>TB Prevention and Treatment of Latent TB infection</u></p> <p>TB Outreach & Case Management</p> <p>Tuberculosis Diagnostic Chest x-ray films. Positive reactors to TB skin test are given chest x-ray to rule-out TB</p>	Retain 5 years, then destroy. Retain children (18 or younger) records until age 24 or death, if earlier, then destroy.
3 -- 118	<p><u>Immunization Records/School Health Services Center</u></p> <p>School Health Services</p> <p>Client forms DHMH form 896 Maryland DHMH Immunization Certificate</p>	Retain 3 years on-site, then retain off-site until 24 years of age or death, if earlier, then destroy.

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Item No.	Description	Retention
3 -- 120	<p><u>Active TB Client Record</u></p> <p>TB Outreach & Case Management</p> <p>Tuberculosis case management & prevention records. Clients on treatment for active TB & prevention; active TB completion records</p>	<p>Retain 5 years, then destroy. Retain children (18 or younger) records until age 24 or death, if earlier, then destroy.</p>
3 -- 121	<p><u>Client Dental Records</u></p> <p>Community Health Services/Dental</p> <p>Client-patient treatment information, Administrative-scheduled appointments, forms that contain clients demographic information and description of the problems for they are being referred to the clinic.</p>	<p>Retain 2 years on-site, then retain pediatric records off-site until 24 years of age or death, if earlier, then Destroy. Retain adult records off-site for 10 years and destroy.</p>
3 -- 122	<p><u>Children and Maternity Dental Records</u></p> <p>Community Health Services/Dental</p> <p>Client-Children and maternity dental records and stats</p>	<p>Retain 2 years on-site, then retain pediatric records off-site until 24 years of age or death, if earlier, then Destroy. Retain adult records off-site for 10 years and destroy.</p>
3 -- 122	<p><u>Children and Maternity Dental Records</u></p> <p>Community Health Services/Dental</p> <p>Client-Children and maternity dental records and stats</p>	<p>Retain 2 years on-site, then retain pediatric records off-site until 24 years of age or death, if earlier, then destroy. Retain adult records off-site for 10 years and destroy.</p>

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Item No.	Description	Retention
3 -- 123	<p><u>Maryland Cancer Registry - Montgomery County in situ, benign, and invasive incident cases, 1996-2007</u> Epidemiologist</p> <p>Complete listing of all individuals with residence in Montgomery County that have been diagnosed with an in situ, benign, or invasive new case of cancer according to the rules and guidelines followed by the Maryland Cancer Registry. All records contain individually identifiable information and are required to be secured in a password protected environment accessible to only the health officer and the PHS epidemiologist.</p>	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
3 -- 124	<p><u>Children and Maternity Dental Records</u> Community Health Services/Dental</p> <p>Client-Children and maternity dental records and stats</p>	Retain 2 years on-site, then retain pediatric records off-site until 24 years of age or death, if earlier, then Destroy. Retain adult records off-site for 10 years and destroy.
3 -- 124	<p><u>Children and Maternity Dental Records</u> Community Health Services/Dental</p> <p>Client-Children and maternity dental records and stats</p>	Retain 2 years on-site, then retain pediatric records off-site until 24 years of age or death, if earlier, then Destroy. Retain adult records off-site for 10 years and destroy.
3 -- 125	<p><u>Adult Dental Records</u> Community Health Services/Dental</p> <p>Client-Adult dental records for treatment rendered at Colesville Adult Clinic.</p>	Retain 2 years on-site, then retain pediatric records off-site until 24 years of age or death, if earlier, then Destroy. Retain adult records off-site for 10 years and destroy.

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Item No.	Description	Retention
3 -- 126	<p><u>Active TB Client and Case Management Record</u></p> <p>TB Outreach & Case Management</p> <p>Clients on treatment for active TB & prevention; active TB completion records. Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	Permanent. Retain 99 years then transfer to State Archives for permanent retention.
3 -- 127	<p><u>Client records/ Immunization Records</u></p> <p>Immunization Vaccination Administration</p> <p>Documentation of vaccines administered in public health clinic, NOPP, consent for vaccination</p>	Retain pediatric records until 24 years of age or death, if earlier, and destroy. Retain adult records for 10 years and destroy.
3 -- 128	<p><u>Medical Assistance Client Record</u></p> <p>Service Eligibility Units (SEU)</p> <p>Client-Federal MCHP/FAC Medical Assistance client records, Client-Records for maternity partnership, CFK & Dental, CLOSED MCHP/FAC medical; client records which include birth certificates, ss#, confirmation of eligibility, income verifications, client ID, CARES Narrative and approval copies, and applications.</p>	Retain 3 years, then destroy.
3 -- 129	<p><u>Active Patient Medical Records</u></p> <p>Women's Cancer Control Program</p> <p>Client folders with Medical Information found in rotating file cabinets</p>	Retain 10 years, then destroy.

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Item No.	Description	Retention
3 -- 130	<p><u>Client Dental Records</u></p> <p>Community Health Services/Dental</p> <p>Client-client records and appointment books, Dosimetry reports, semi-annual monitoring reports on x-ray badges to check for radiation exposure, etc, records of senior client seen and treated by the Hygienist and dentist, patient dental charts; Outsourced Children Dental Records, Maternity client Treatment Records, Quality Assurance Record Audits</p>	<p>Retain 2 years on-site, then retain children's records off-site until 24 years of age or death, if earlier, then Destroy. Retain adult records off-site for 10 years and destroy.</p>
3 -- 131	<p><u>Community Health Services Client Record</u></p> <p>Community Health Services</p> <p>Rosters of appointments for maternity partnership hospitals; Names and birth dates of clients signing in for immunization clinics or pregnancy tests (sign in sheets); Holds results of pregnancy test completed with the center</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 132	<p><u>Client HIV Positive/AIDS Records (HIV Follow-Up Clinic)</u></p> <p>HIV</p> <p>Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	<p>Retain pediatric (under 19) records until age 24 or 6 years after death, if sooner, then destroy. Retain adult records for 10 years after last entry, then destroy.</p>
3 -- 133	<p><u>Client records</u></p> <p>Immunization Vaccination Administration</p> <p>AIF - client demographic and immunization information</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 134	<p><u>Client records</u></p> <p>Immunization Vaccination Administration</p> <p>Seasonal Flu and H1N1 Flu vaccine completed consents. Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	<p>Retain pediatric records until 24 years of age or death, if earlier, and destroy. Retain adult records for 10 years and destroy.</p>

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Item No.	Description	Retention
3 -- 135	<p><u>Nursing Case Management</u></p> <p>Community Health Services</p> <p>Client-Open case managed records that are being worked on by the administrative staff, Encounters, nursing care plans, client contacts, care coordination, and referrals</p>	<p>Retain pediatric records until 24 years of age or death, if earlier, and destroy. Retain adult records for 10 years and destroy.</p>
3 -- 136	<p><u>Client STD Syphilis Medical Records</u></p> <p>STD</p> <p>Client: Patient records who have been diagnosed with syphilis. Remain in clinic, not archived. Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	<p>Retain until client death, then destroy.</p>
3 -- 137	<p><u>Client Record/ Refugee Record</u></p> <p>Refugee & Migrant Workers Health Assessment</p> <p>Health screening info; labs; TB results; immunizations; NOPP</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 138	<p><u>Client record</u></p> <p>Disease Control and Surveillance</p> <p>Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	<p>Retain 2 years on-site, then 13 years off-site, then destroy.</p>

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Item No.	Description	Retention
3 -- 139	<p><u>Administrative Care Coordination Unit Client</u></p> <p>Administrative Care Coordination Unit</p> <p>Outreach Newly Eligible MA Pregnant Women/Detailed reports; Medicaid Mgmt Info, Education on MCO navigation, utilization & linking to community medical and home resources; DHMH Complaint Resolution Unit Referrals/Complaint #1, Non-Compliant clients, ; Local Health Services Request, Outreach to newborn of gray zone mothers; Newborn Reports, Prenatal education for pregnant women; Prenatal Risk Assessments/MPRA Monthly Database, Referral for CHN Case Management; Infants At Risk Data</p>	Retain 2 years on-site, then 4 years off-site, then destroy.
3 -- 140	<p><u>MA Eligibility Client Records</u></p> <p>MA Eligibility Programs</p> <p>Client-Record contains Client ID #, citizenship and bank statements, Patient's birth certificate, ss#, health insurance , and bank statements, State eligibility, client registration, and tracking</p>	Retain 10 years, then destroy.
3 -- 141	<p><u>HIV Positive/AIDS Client Record</u></p> <p>STD/HIV Client Services</p> <p>HIV Positive/AIDS Records (Case Management Record) Client records include lab results, MD orders, nurses notes, SW notes, NOPP, communication, and consent for treatment form.</p>	Retain 20 years and then destroy.
3 -- 142	<p><u>Teen Pregnancy Case Management Records</u></p> <p>School Health Services</p> <p>Client purpose. Data tracking information, SCHN progress notes and completed forms discussing case management and required teaching of pregnant and parenting teens. While school is in session, open records are kept at the designated schools. During the summer breaks the records are stored at 401 HOB, 2nd floor C-10.</p>	Retain 5 years, then destroy.

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Item No.	Description	Retention
3 -- 143	<p><u>Family Self Sufficiency and Transitional Housing Cases Records</u></p> <p>Supportive Housing Clincial Team (former)</p> <p>(Program terminated; staff assigned to program, re-assigned or retired. Case records were held in office to refer to if clients returned for assistance.) Closed client records with various forms, memos documenting and supporting need for services and case management services provided to move clients toward self sufficiency. Cases were open for services from 2 to 7 years to assist clients and support program goals of self sufficiency. Several workers left or retired from the program and the program eventually terminated. Records were closed out but maintained on site to refer to case plans if clients returned for additional assistance.</p>	Retain 6 months after closing, then destroy.
3 -- 144	<p><u>Homeless Services Case Management Record</u></p> <p>Homeless Services</p> <p>Primary case management client files. These files include client information, Family Investment program Application, Homeless Family Services Assessment tool, and Service agreement, Hotel Service Agreement, Urine Monitoring Program form, Cares Clearance, Photo ID, Social Security Card, Birth Certificate, Credit Report, Employment Search Log, Housing Serarch Log, and Family shelter Application.</p>	Retain 2 years on-site, then 4 years off-site, then destroy.

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3 -- 145	<p><u>Emergency Services (Homeless Family Case Record)</u></p> <p>Housing Stabilization Services</p> <p>Client case record for Homeless Family Services Assessment; search is by last name, first name, DOB and/or SSN. Record includes the following: CIS Data Form, Turnaround Documents, Letter of Permission to Extend Case Management beyond 6/12+ months, 248A & 248B Income Verifications/Child Support Verification Authorization to Release of Information Form(s), FIP/Assistance Request Form (ARF with Privacy Notice & Fraud Statement), IDs/Birth Certificates/Passports/SSN cards of family members, Client Data Sheets (CARES Clearance), Enrollment paperwork (Application, Assessment form, Family Action Plan, Participant Agreement, FSS Contract), Transfer/Closing Summary (on TOP; chronological order), Contact Sheets/Homeless Tracking Progress Notes, Service Agreements, Documentation of Homeless/Emergency Request, FSS Semi-Annual Progress Reports (job retention/tracking forms, college transcripts, copies of licenses/certificates re training completed, résumé, term/grad/extension paperwork), Contact Sheets, case management notes, resource referral information & follow-up</p> <p>Homeless Family Checklist (on TOP), ES/EAFC/WAGs Grants Approved while case is open (310's & 312's) Internal, Family Shelter Service Agreement, Shelter/Motel Authorization Forms, Shelter Referral Form, Housing/Employment Search Logs, Food Coupon/Token/Taxi Authorization Form, Volunteer Service Requests</p> <p>Budget Forms/Credit Report Form, Autobiography, ES Shelter Application/Acknowledgement Form for Shelter Program, Funds received (escrow requests & documentation, Billing Request forms, Purchase Orders, other payments to the participant), Annual escrow statements</p> <p>UMP Reports (In chronological order), School Reports, External Medical Reports,</p> <p>Hospital Summaries, Psychiatric/Psychological Reports, Shelter Monthly Reports, FSS Contract of Participation/FSS Application/FSS Assessment, HOC Forms, Quarterly Transitional/HOC Reports Rent and other receipts, Other reports and summaries, Court Documents/Child Support Order, Staffing summaries/Motel Extension Requests, Legal/Training/Appeals</p> <p>Employment, Volunteer Verification, Warning Letter(s), ES Alerts</p> <p>Letters to Clients Acceptance/Transfer/Closing, Delinquent rent, Letters/Faxes to other agencies on behalf of clients,</p>	<p>Retain 60 days on-site, then 1 year off-site, then retain at State Records Center 1 year, then destroy.</p>

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Item No.	Description	Retention
3 -- 146	<p>Correspondence □ State RAP Referral, Referrals to other Housing Programs, Parent Aide referrals Sent/Received □ Community Services Aide Referrals, Summer Camp, Food Basket Referrals, Transitional Housing Referral Forms & other referrals, Letters to the participant from HOC or others</p> <p><u>Confidential Client Data located in Special Needs Housing folder on Share drive</u></p> <p>Special Needs Housing</p> <p>Confidential Client Data located in Special Needs Housing folder on Share drive</p>	Retain 6 years, then destroy.

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Item No.	Description	Retention
3 -- 147	<p><u>Continuing Supportive Housing Case Records</u></p> <p>Housing Stabilization Services</p> <p>(includes Family Self-Sufficiency Case Records, State Rental Allowance Case Records, Eviction Prevention Case Management Records, Cross Service Area Case Coordination) Client Case Records - maintained by Client Last Name, First Name, SSN and/or DOB; application begin and end dates entered on State of Maryland CARES database. Case record includes the following: CIS Data Form (Services 1 Form; on TOP), Turnaround Documents, Letter of Permission to Extend Case Management beyond 6/12+ months, 248A & 248B, Income Verifications/Child Support Verification, Authorization to Release of Information Form(s), FIP/Assistance Request Form (ARF with Privacy Notice & Fraud Statement), IDs/Birth Certificates/Passports/SSN cards of family members, Client Data Sheets (CARES Clearance) Enrollment paperwork (Application, Assessment form, Family Action Plan, Participant Agreement, FSS Contract)</p> <p>Transfer/Closing Summary (on TOP; chronological order), Contact Sheets/Homeless Tracking Progress Notes Service Agreements, Documentation of Homeless/Emergency Request, FSS Semi-Annual Progress Reports (job retention/tracking forms, college transcripts, copies of licenses/certificates re training completed, résumé, term/grad/extension paperwork) , Contact Sheets, case management notes, resource referral information & follow-up</p> <p>Homeless Family Checklist (on TOP), ES/EAFWC/WAGs Grants Approved while case is open (310's & 312's) Internal, Family Shelter Service Agreement, Papers, Shelter/Motel Authorization Forms, Shelter Referral Form, Housing/Employment Search Logs, Food Coupon/Token/Taxi Authorization Form, Volunteer Service Requests Budget Forms/Credit Report Form, Autobiography, ES Shelter Application/Acknowledgement Form for Shelter Program , Funds received (escrow requests & documentation, Billing Request forms, Purchase Orders, other payments to the participant), Annual escrow statements</p> <p>UMP Reports (In chronological order), School Reports, External Medical Reports, Reports Hospital Summaries, Psychiatric/Psychological Reports, Shelter Monthly Reports, FSS Contract of Participation/FSS application/FSS Assessment, HOC</p>	<p>Retain 60 days on-site, then 1 year off-site, then retain at State Records Center 1 year, then destroy.</p>

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Item No.	Description	Retention
3 -- 148	<p>Forms, Quarterly Transitional/HOC Reports, Rent and other receipts Other reports and summaries</p> <p>Court Documents/Child Support Order, Staffing summaries/Motel Extension Requests, Legal/Training/Appeals Employment, Volunteer Verification Report, Warning Letter(s), ES Alerts</p> <p>Letters to Clients, Acceptance/Transfer/Closing, Delinquent rent, Letters/Faxes to other agencies on behalf of clients, Correspondence □ State RAP Referral, Referrals to other Housing Programs, Parent Aide referrals, Sent/Received, Community Services Aide Referrals, Summer Camp, Food Basket Referrals, Transitional Housing Referral Forms & other referrals, Letters to the participant from HOC or others</p> <p><u>Homeless Family Shelter Intake Client record</u></p> <p>Housing Stabilization Services</p> <p>client demographic information, intake evaluation form, medical history and current medication information, drug testing results and addictions information, income verification, employment history, housing history, judicial criminal record, prior history with the Department and program, progress notes, HIPAA forms, releases of information, Service Point records. Records are kept in alphabetical order by last name, records must meet HIPAA and state of Maryland COMAR regulation, Federal 42CFR requirements.</p>	<p>Retain 1 year on-site, then retain at State Records Center 1 year, then destroy.</p>

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Item No.	Description	Retention
3 -- 149	<p><u>Emergency Services (Crisis Intervention) Case Records</u></p> <p>Housing Stabilization Services</p> <p>Client Case Record for HSS for eviciton prevention, utility disconnection, moving/storage, stranded/transportation, security deposit/first month's rent. Client is identified via CARES or AIF utilizing SSN or DOB indicated on the Assistance Request Form (ARF), Rights and Responsibilities statement, Notice of Privacy Practices for DHHS with the forms organized in the case record as follows:</p> <p>SERVICES 1 FORM & Turn-Around-Documents (TAD),RELEASE OF INFORMATION FORMS, ASSISTANCE REQUEST FORM (2 page application form), <input type="checkbox"/>Includes Fraud Statement and Notice of Privacy and Needs Statement, VERIFICATION OF INCOME, CARES CLEARANCE, CLOSING SUMMARY or PLAN Page (MCDHHS #1312), CONTACT SHEETS OR AIF/CRS/SP CASE NOTES, CLOSING LETTER (Addressed and mailed 10 work days prior to case closure), GRANT(S) APPROVED (ES/EAFC grants), If a grant is approved, include: plan/budget form completed (budget & reason for grant issuance, all agencies that assisted in financial request & amount), Assistance Payment Authorization(310) form , Supporting documentation for grant amount SERVICE AGREEMENT(S), CORRESPONDENCE SENT AND RECEIVED (chronological order) COPIES OF DOCUMENTS REQUESTED (bank statement, paystubs or other proof of income, receipts for monthly expenses, verification of the emergent event [court notice, put out letter, utility disconnection notice, tentative new lease/new housing plan, W-9 completed by new landlord, verification of client's financial share in assisting the current emergency request], REFERRALS AND SERVICES RECEIVED, IDENTIFICATION OF EACH HOUSEHOLD MEMBER (include birth certificate, SSN, PASSPORT, VISA, baptismal certificate, hospital report of birth, etc.)</p>	<p>Retain 60 days on-site, then 1 year off-site, then retain at State Records Center 1 year, then destroy.</p>
3 -- 150	<p><u>Support Housing Case Records</u></p> <p>Rockville HSS Unit</p> <p>Closed HSS, Support Housing and Homeless Family Assessment case records.</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>

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3 -- 151	<p><u>Left applications</u> Rockville HSS Unit</p> <p>Customer Applications (often with attached documents) left by customers who failed to return within 30 days for a walk-in or scheduled interview with a case manager.</p>	Retain 90 days, then destroy.
3 -- 152	<p><u>Office of Home Energy Program/County Energy Tax Rebate Program Intake Client Records</u> Rental & Energy Assistance Programs</p> <p>Household demographic information, intake application, cover sheet, photo identification, social security cards, proof of citizenship or alien status, proof of homeownership, verification of rent/living arrangements, income documentation, support statements from others, asset documentation, income taxes including W-2 & 1099 forms and all attachments, utility bills, correspondence from applicant, miscellaneous documentation, approval letters, denials letters, request for information letters, office correspondence, case notes, appeal documentation, benefit/check information, previous applications with corresponding documentation and customer program history</p>	Retain 3 years on-site, then 5 years off-site, then destroy.

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Item No.	Description	Retention
3 -- 153	<p><u>Shelter Intake Case Record</u></p> <p>Shelter Intake</p> <p>6 part client case record opened until case is closed or transferred to another unit for case management within a 30 day period. Case is closed out in Shelter intake and kept on file for 6 months or transferred Homeless Services for ongoing case management. 6 part case records contains required client program and administrative documents needed to assess service needs. Records many contain 15 or more documents depending upon length of time case remains in Shelter intake. CIS</p> <p>Data Form, Turnaround Documents, Letter of Permission to Extend Case Management beyond 6/12+ months 248A & 248B, Income Verifications/Child Support Verification, Authorization to Release of Information Form(s)</p> <p>FIP/Assistance Request Form (ARF with Privacy Notice & Fraud Statement), IDs/Birth Certificates/Passports/SSN cards of family members, Client Data Sheets (CARES Clearance)</p> <p>Enrollment paperwork (Application, Assessment form, Family Action Plan, Participant Agreement, FSS Contract)</p> <p>Transfer/Closing Summary (on TOP; chronological order), Contact Sheets/Homeless Tracking Progress Notes</p> <p>Service Agreements , Documentation of Homeless/Emergency Request, FSS Semi-Annual Progress Reports (job retention/tracking forms, college transcripts, copies of licenses/certificates re training completed, résumé, term/grad/extension paperwork) , Contact Sheets, case management notes, resource referral information & follow-up</p> <p>Homeless Family Checklist , ES/EAF/WAGs Grants Approved while case is open (310's & 312's)</p> <p>Internal Family Shelter Service Agreement, Papers Shelter/Motel Authorization Forms, Shelter Referral Form, Housing/Employment Search Logs, Food Coupon/Token/Taxi Authorization Form, Volunteer Service Requests</p> <p>Budget Forms/Credit Report Form, Autobiography, ES Shelter Application/Acknowledgement Form for Shelter Program , Funds received (escrow requests & documentation, Billing Request forms, Purchase Orders, other payments to the participant), Annual escrow statements</p> <p><input type="checkbox"/> UMP Reports, School Reports, External Medical Reports, Reports Hospital Summaries, Psychiatric/Psychological Reports, Shelter Monthly Reports, FSS Contract of Participation/FSS Application/FSS</p>	<p>Retain 1 years on-site, then 5 years off-site, then destroy.</p>

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3 -- 154	<p>Assessment, HOC Forms, Quarterly Transitional/HOC Reports, Rent and other receipts Other reports and summaries</p> <p>Court Documents/Child Support Order, Staffing summaries/Motel Extension Requests, Legal/Training/Appeals Employment, Volunteer Verification, Reports Warning Letter(s), ES Alerts</p> <p>Letters to Clients Acceptance/Transfer/Closing, Delinquent rent, Letters/Faxes to other agencies on behalf of clients, Correspondence-State RAP Referral, Referrals to other Housing Programs, Parent Aide referrals Sent/Received Community Services Aide Referrals, Summer Camp, Food Basket Referrals, Transitional Housing Referral Forms & other referrals, Letters to the participant from HOC or others!</p> <p><u>Eviction Prevention Case Records</u></p> <p>Housing Stabilization Services</p> <p>Client record for Eviction Case Prevention Program for the purpose of provide up to 6 months of case management services to families and adults to prevent homelessness as specified in Homeless Prevention Guidelines. Case record contains Written Case Summary, Summary of Contact Sheets, Tracking Sheet for Monthly contacts, Service Agreements, Referrals to various services, RAP, MEAP, SOCIAL SECURITY, FINANCIAL COUNSELING,</p>	<p>Retain 2 years on-site, then 4 years off-site, then destroy.</p>
3 -- 155	<p><u>Continuing Client record</u></p> <p>Supportive Housing Services</p> <p>client demographic information, initial assessment form, medical history and current medication information, drug testing results and addictions information, income verification, employment history, housing history, judicial criminal record, prior history with the Department and program, progress notes, HIPAA forms, releases of information semi-annual reassessments and annual recertification reports and forms. Records are kept in alphabetical order by last name, records must meet HIPAA and state of Maryland COMAR regulation, Federal 42CFR requirements.</p>	<p>Retain 1 year on-site, then 2 years at the State Records Center, then destroy.</p>

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Item No.	Description	Retention
3 -- 156	<p><u>Housing Stabilization Services Intake Case Records</u></p> <p>Housing Stabilization Services</p> <p>Housing Stabilization Client Record Case Record Main record required for case management in Housing Stabilization Services. Case records contain required State, County, program and community referral forms required to process grants and provide case management services: Family Investment program Assistance Request Form, Client Data Input Form., Service Application, Service Agreement, Assistance Payment Authorization form, Authorization for Release/Receive Information, Rights and Responsibilities from. Financial form (MCDHHS#1312), Summary of Contacts, Notice of Privacy Practices, Request for Information to Verify Eligibility, Resources Check list, CARES Manual Issuance Request and Approval, Referrals to Interfaith Works, MUSST, EMEAN, Catholic Charities and/or Bethesda CARES, RAP, MEAP, EUSP, Closing Letter. Case information maintained on CARES State DHR database system, and county database systems, JD Edwards and UNITED.</p>	Retain 1 year on-site, then 2 years at the State Records Center, then destroy.
3 -- 157	<p><u>Housing Stabilization intake client record</u></p> <p>Housing Stabilization Services</p> <p>client demographic information, intake evaluation form, medical history and current medication information, drug testing results and addictions information, income verification, employment history, housing history, judicial criminal record, prior history with the Department and program, progress notes, HIPAA forms, releases of information. Records are kept in alphabetical order by last name, records must meet HIPAA and state of Maryland COMAR regulation, Federal 42CFR requirements.</p>	Retain 1 year on-site, then transfer to the State Records Center and retain 2 years, then destroy.
3 -- 158	<p><u>Handicapped Rental Assistance Intake Client Record</u></p> <p>Rental & Energy Assistance Programs</p> <p>Client demongraphic information, intake application, eligibility worksheet, proof of benefits from Federal or State Entitlement Program, income documentation, support statements from others, asset documentation, income taxes including W-2 and 1099 forms and all attachments, miscellaneous documentation, case status letters, office correspondence, case notes, benefit check information/documentation, previous applications with corresponding documentation and customer program history and payment information.</p>	Retain Closed Records on site for 7 years, then retain off-site for 2 years, then destroy.

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Item No.	Description	Retention
3 -- 159	<p><u>Rental Assistance Programs Intake Client Records</u></p> <p>Rental & Energy Assistance Programs</p> <p>Household demographic information, intake application, eligibility worksheet, income documentation, college financial aide statements, support statements from others, disability verification if necessary, medical expenses, child care expenses, asset documentation, income taxes with all attachments including W-2 & 1099 forms, correspondence from applicant, rental license verification, miscellaneous documentation, quick view printouts listing case status and benefit/client information, case status letters, request for information letters, office correspondence, case notes, informational case review and appeal documentation, benefit check information/documentation, previous applications with corresponding documentation and customer program history.</p>	Retain 2 years on-site, then 6 years off-site, then destroy.
3 -- 160	<p><u>Housing Initiative Rental Assistance Program Intake Clients Records (Eligibility and Financial)</u></p> <p>Rental & Energy Assistance Programs</p> <p>Household demographic information, intake application, authorization to release information form, program service agreement, admissions and termination agreement, utility check list, eligibility worksheet, income documentation, support statements from others, medical expenses, child care expenses, asset documentation, income taxes including W-2 and 1099 forms and all attachments, scoring sheet, transfer summary, psycho social analysis, service coordinator referral form, waivers, criminal background check, photo identifications, birth certificates, lease, landlord certification, housing inspection check list, benefit estimates, correspondence from applicant, miscellaneous documentation, case status letters and informal case review/appeal documentation, office correspondence, case notes, financial documentation, benefit check information/documentation, previous applications with corresponding documentation and customer program history.</p>	Retain 2 years on-site, then 4 years off-site, then destroy.

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Division/Unit BHCS
Compliance Record

Item No.	Description	Retention
4 -- 1	<p><u>Role Based Access Forms</u></p> <p>Victim Assistance and Sexual Assault Program (VASAP)</p> <p>Personnel- Role Based Access Forms- grants permission to see program and client data in HHS Client Database</p>	<p>Retain 6 years, then destroy per HIPAA Regulations (SEE 64 Fed. Reg. 59994)</p>
4 -- 2	<p><u>Security Access Forms</u></p> <p>Child Welfare Services</p> <p>OTHS Login ID Request form, CARES Access Request (DHR/OIM 672), CHESSIE Access Request (DHR/OIM 672C)</p>	<p>Retain until the employee is no longer with Montgomery County Child Welfare Services, then destroy.</p>
4 -- 3	<p><u>HIPAA and Privacy Compliance: Policy</u></p> <p>Compliance</p> <p>Administrative Records. Policies and procedures, staff guides, forms, training materials, Newsletters, supporting documentaiton for policies, compliance guidance on new initiatives and agreements, etc.</p>	<p>Retain 6 years from the date of creation or 6 years from date when document is last in effect, whichever is later, then destroy per Federal law at 45 CFR164.530,</p>
4 -- 4	<p><u>HIPAA Compliance: Employee Training Records</u></p> <p>Compliance</p> <p>Administrative and Personnel. Records were kept to track employee completion of Basic HIPAA Training. Records were kept from 4/2003 until 3/2008. Since 3/2008 the training is completed via the computer based training system which internally tracks who has completed.</p>	<p>Retain 6 years from the date of creation or 6 years from date when document is last in effect, whichever is later, then destroy per Federal law at 45 CFR164.530.</p>
4 -- 5	<p><u>Employees Logon ID form for CARES system</u></p> <p>Fiscal Team</p> <p>Personnel - Employees Logon ID form for CARES system. This binder keeps the logon ID form for CARES system users in Revenue Unit.</p>	<p>Retain 6 years after CARES ID terminated, then destroy.</p>

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Division/Unit OCOO
Compliance Record

Item No.	Description	Retention
4 -- 6	<p><u>HHS LEP Implementation Plan, Federal Audit</u> Office of Community Affairs</p> <p>Department assessment and research that led to development of HHS LEP Implementation Plan, initial and continuous compliance efforts that include training records, updates, revisions.</p>	Retain 20 years, then destroy.
4 -- 7	<p><u>HIPAA Compliance: Incidents</u> Compliance</p> <p>Confidential compliance records that include some client identifying information, employee information, investigatory, and other sensitive information. Client requests related to their information, client complaints related to requests or related to how their information was used or disclosed. Reports of suspected violations of policy or law. Reports of suspected breaches. Investigations related to complaints or reported violations or breaches. Risk assessments. Breach notification letters and other mandatory notification. Recommendation for sanctions.</p>	Retain 6 years, then destroy. Based on federal law at 45 CFR 164.530
4 -- 9	<p><u>HIPAA: County-wide Compliance</u> Compliance</p> <p>Administrative/Compliance records. Assessment of covered entity status including assessment of various County departments. County wide HIPAA policies. Training materials for covered departments that are internal business associates. HIPAA Workgroup Meeting Minutes, Memorandums and correspondence.</p>	Retain 6 years from the date of creation or 6 years from date when document is last in effect, whichever is later, then destroy per Federal law at 45 CFR 164.530.

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Department of Health and Human Services	Licensing and Regulatory Recor

Item No.	Description	Retention
10 -- 1	<p><u>Food Service</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Special Food Temporary Food Applications, copies of licenses, 501C letters for non-profit organizations.</p>	Non-permanent. Retain 3 years, then screen annually and destroy all material not needed for the conduct of business.
10 -- 2	<p><u>Nursing Home/Dom/Hospital</u></p> <p>Licensure and Regulatory Services - Health Care Facs.</p> <p>Doms/Nursing Homes Inspections and Surveys, ASC package, records</p>	Non-permanent. Retain 3 years, then screen annually and destroy all material not needed for the conduct of business.
10 -- 3	<p><u>Nursing Home/Dom/Hospital</u></p> <p>Licensure and Regulatory Services - Health Care Facs.</p> <p>Nursing Home/Dom/Hospital applications and environmental inspection</p>	Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.
10 -- 4	<p><u>Food Service</u></p> <p>Licensure and Regulatory Services- Environmental Services</p> <p>Food Service Facility applications, menus, HAACP, workers compensation, and inspection reports.</p>	Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.
10 -- 5	<p><u>Food Service</u></p> <p>Licensure and Regulatory Services- Environmental Services</p> <p>Food Service Manager applications and closed food service facility files.</p>	Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.

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Division/Unit PHS
Licensing and Regulatory Recor

Item No.	Description	Retention
10 -- 6	<p><u>Swimming Pool</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Pool facilities and inspections, pool operators information obtained with records of exams, course certificates and renewal applications. Size, depth, level of chlorine and other pool specific detailed Information of each licensed pool.</p>	<p>Non-permanent. Retain 3 years, then screen annually and destroy all material not needed for the conduct of business.</p>
10 -- 7	<p><u>Video</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Video licensing applications and copy of license.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
10 -- 8	<p><u>Massage</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Clients MD State Certification, photo ID and employer letter</p>	<p>Non-permanent. Retain 3 years, then screen annually and destroy all material not needed for the conduct of business.</p>
10 -- 9	<p><u>Tanning</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Tanning license copies and applications</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
10 -- 10	<p><u>Enterprise</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Enterprise copies of licenses, use and occupancy permit, fire marshal inspection report,.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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	Department of Health and Human Services		Licensing and Regulatory Recor

Item No.	Description	Retention
10 -- 11	<p><u>Camps/Beaches</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Camps/Beaches applications, request for environmental health specialist, request for well and septic approval, fire marshal approval, License and program information and general correspondence.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
10 -- 12	<p><u>Group Homes Facilities & Misc.</u></p> <p>Licensure and Regulatory Services - Health Care Facs.</p> <p>Small Group Homes program, including small assisted living facilities and Developmentally Disabled Adults, Chronically Mentally ill and Minor non-elderly homes applications, copies of state license, environmental health inspections, fire inspections, emergency contact, renewal letter notices, environmental health inspection health requests, program approval slips, facility emergency exit information. Program purpose information.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
10 -- 13	<p><u>Bingo - Annual</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Bingo Appls, copies of licenses, 501 C letter, statement of purpose, list of organizations officers.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
10 -- 14	<p><u>Transient</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Transient Lodging applications, renewal notices, copy of license, use and occupancy and fire marshal report.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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	Department of Health and Human Services		Licensing and Regulatory Recor

Item No.	Description	Retention
10 -- 15	<p><u>Aspen</u></p> <p>Licensure and Regulatory Services-Health Care Facilities</p> <p>Database for Health Care Programs for Inspections which is a Federal required mandated program.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
10 -- 16	<p><u>Mobile Unit</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Mobile Vehicles operated by owners who serve food from either a trailer, cart, or Motor Vehicle; permitting inspector's approval request for vendors license applications. copies of licenses and Environmental Health Inspection reports, base of operation letter and copies of non-county facility food license for base of operation.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
10 -- 17	<p><u>Closed Files</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Closed - Farmers market, 1 & 10 day Bingo and Raffle appls. Copies of license, 501 C letters, statements of purpose, list of Directors/Officers.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
10 -- 18	<p><u>Food Service</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Farmers market application, copy of license.</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>
10 -- 19	<p><u>Case Investigation</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Thermometers/Cameras used for Pool Inspections and Health Violations</p>	<p>Non-permanent. Retain for 5 years then screen annually and destroy all material not needed for the conduct of current business.</p>

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RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Department of Health and Human Services

Division/Unit PHS
Licensing and Regulatory Recor

Item No.	Description	Retention
10 -- 20	<p><u>Nursing Home/Dom/Hospital</u></p> <p>Licensure and Regulatory Services - Environmental Services</p> <p>Nursing Home/Dom/Hospital applications, half slips and general correspondence</p>	<p>Non-permanent. Retain 3 years, then screen annually and destroy all material not needed for the conduct of business.</p>
10 -- 21	<p><u>Private Education</u></p> <p>Licensure and Regulatory Services-Environmental Services</p> <p>Private Schools inspection done once a year, includes applications, environmental health inspections, fire marshal approvals, copies of license, use and occupancy certificate and environmental health inspection requests.</p>	<p>Non-permanent. Retain 3 years, then screen annually and destroy all material not needed for the conduct of business.</p>

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RECORDS RETENTION AND DISPOSAL SCHEDULE
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Division/Unit OCOO
Record Transmittal

Item No.	Description	Retention
13 -- 1	<p><u>MD State Archives Transfer Description (Child Welfare Records)</u> Facilities and Logistics</p> <p>These are the log sheets of records that were forwarded to the State Archives for retention</p>	Retain 25 years, then destroy.
13 -- 2	<p><u>Records Transfer and Receipt (Transmittal log)</u> Facilities and Logistics</p> <p>Transmittal sheets of CLOSED records that were transferred to State Archives after 1 year retention on site</p>	Retain 3 years, then destroy.
13 -- 3	<p><u>Records Transfer and Receipt (Transmittal Log)</u> Facilities and Logistics</p> <p>Transmittal sheets of ODO/DENIED records that were transferred to State Archives after 1 year retention on site.</p>	Retain 2 years, then destroy.

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Department of Health and Human Services

Division/Unit OCOO
Site Plan

Item No.	Description	Retention
14 -- 1	<p><u>Blue Prints and CADS</u></p> <p>Facilities and Logistics</p> <p>Site Plans, Blue Prints and Drawings of Engineering Projects</p>	<p>Retain 10 years after building is destroyed or sold and vacated by Montgomery County Government, then destroy.</p>

