

Department of Health
and Mental Hygiene

OFFICE OF THE

SECRETARY

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Dept Health & Mental Hygiene
Reporting Agency

Office of the Secretary 25W159
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
Bx 1-4	See TRANSMITTAL	388	3A	1960-73	4	4-83	Recycled

I hereby certify that the above listed records were disposed of as indicated.

Signature

Title

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

75W159

Date Received

4-16-75

1. From: (Name, Division, Address or Agency)

D.H.M.H. Office of the Secretary

201 West Preston Street

Baltimore, Maryland, 21201

Signature

Title

Record Management Technician

2. Building and Room

3. Phone

O'Connor Bldg.-5th floor

383-2840

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

4

7. Records
Location
(Center)

8. Box
Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

R-3

1

Correspondence (1969 - 1973)

2

Correspondence and Reports (1969 - 1973)

3

Minutes of Board of Public Works Meetings (1973)

4

Sign-In /Sign/Out Sheets (March, 1970- Dec., 1973)

Record retention
schedule to be
determined.

38 8-3A

Permanent

Gone

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Dept of Mental & Health Hygiene
Reporting Agency

Office of The Secretary 75W158
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
BX 1-18	Dept of Mental Hygiene General Correspondence	388	3A	1966	18	4-83	Recycled

I hereby certify that the above listed records were disposed of as indicated.

Signature

Title

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center ✓

Accession No.

Date Received

754-158

4/23/75

1. From: (Name, Division, Address or Agency)

Dept. of Mental & Health Hygiene

Signature

Title

Records Management Technician

2. Building and Room

3. Phone

O'Connor Bldg, 5th floor 383-4556

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

18

7. Records
Location
(Center)

8. Box
Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

1-13

Dept of Mental Hygiene, General Correspondence 1966

Disposal Schedule
to be terminated

388-3 A

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Office of Secretary, Assistant Sec. for Admin.

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

74B31

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-10	See Transmittal	229	1	8/68 - 12/71	10	7-83	Recycled

I hereby certify that the above listed records were disposed of as indicated.

Paul C. Lamberman
Signature

Record Center Manager
Title

7/29/83
Date

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 6-4-74

Lot No.: 74B31

Range: D

Section(s) 150

Shelton 8+9

Received by:

Stymiest

Remarks:

R-106
S-33

1. Agency: Department of Health and Mental Hygiene
2. Division: Office of Sec., Assistant Sec. for Administration
3. Record Title: A
4. Inclusive Dates: 8/68-12/71

5. Schedule No. <u>229</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>1976</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates
BOX #1 (each box).

A-miscellaneous--8/28/68-12/9/69
Abrams, Rosalie Silver (Del.) 7/1/68-6/19/69
Accelerated Reporting Service-12/9/71
Administrative Orders-10/20/69
Administrative Staff Meeting--6/24/70-11/16/71
Administration, Dir. of--12/22/69
Automatic Data Process-Manag. Rev. Board
5/22/70-7/15/70
A.D.P. Committee 11/19/70-7/7/71
Advisory Council on Comprehensive Health
Planning--5/19-20/71
Advisory Council on Hospital Construction-6/1/71
Advisory Board on Hospital Licensing-4/7/71-
4/23/71
Advisory Council on Mental Hygiene-5/26/70
Advisory Groups-Ad Hoc Comm.-10/31/69-8/3/70
AFSCME-AFL-CIO-9/29/69-4/15/71
Air Quality Control-1/13/70-12/8/71
Air Pollution, Misc.--8/26/69-3/13/70
Air Pollution Regulations--9/3/69-11/16/70
Alcoholism Control Program-3/10/71-12/1/71
Ambient Air Quality Standards-8/12/70-12/14/70
Ambulance-3/18/71-4/28/71
American Correctional Institution-5/20/70
American Express-2/19/71

Numerical listing (continued)
American Nursing Home--9/30/70-4/19/71
Anatomical Gift Act--7/1/69
Anatomy Board of Md.--2/27/68-5/3/71
Anne Arundel Co. Comprehensive
Health Center--9/9/70
Annual Reports--1970-9/7/71
Appropriation Codes--9/18/69
Arbitration Awards Panel-9/25/70-12/22/70
Arundel Nursing Home--4/1/71
Assoc. of Management in Public
Health--10/24/69
Assoc. of Mental Health Admin.-9/19/70-3/23/
71
Assoc. of State & Territorial Health
Officers--6/21/71-7/1/71
Attorney General--1/13/70-12/6/71
Automobiles--6/1/70-11/23/71
Audit Operations--3/3/71
Audit Reports, General-1/21/71-2/10/71
Audit Reports--8/12/69

American Public Health Assn./ Quantity and type of filing equipment released:

- a. File drawers, letter-size
- b. File drawers, legal-size 10
- c. Transfiles
- d. Other (Specify)

11. Signature of Agency representative:

8218 - 8227

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 6-4-74

Lot No.: 74831

Range: 0

Section(s) 1

Received by: 849

Remarks: Stymust

1. Agency: Department of Health and Mental Hygiene
2. Division: Office of Secretary--Assistant Secretary for Admin.
3. Record Title: B - C
4. Inclusive Dates: 8/69-12/71

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

Box # 2 -- Starting with B

Miscellaneous -- 9/10/68-7/31/69
 Baltimore City -- 4/22/71
 Baltimore City Health Department -- 8/69 - 12/70
 Baltimore City Public Schools -- 8/7/70
 Baltimore Co. Gen. Hospital -- 9/28/70-8/24/70
 Balto. Co. Sewerage Construction Contracts-9/25/69
 Balto. Metropolitan Urban Corps -- 8/25/70
 Bank Accounts -- 8/27/70
 Bed Capacities -- Hospitals --6/29/69-3/9/71
 Bishop, John J. Jr. (Sen.) 8/29/68-4/8/70
 Bishop Processing Co. -- 9/18/69-5/4/70
 Blood Bank Regulations -- 1/8/70
 Blood Test Kits -- 1/22/70-2/10/70
 Blue-Cross Blue Shield--7/1/71-8/17/71
 Board of Public Works -- 10/28/68-12/6/71
 Board of Review--12/17/69-12/22/71
 Bon Secours Hospital--6/24/70-8/24/70
 Bond Sale--8/22/69-12/1/71
 Briefs--8/9/71-8/23/71
 Bureau of Laboratories--3/11/71-12/17/71
 BOARDS, COMMISSIONS AND ADVISORY COUNCILS:

Appointments to--2/17/70-11/30/70
 Boards & Commissions -- 7/17/70-12/71
 Boards & Commissions, Legislative
 Follow-Up--9/17/69-2/16/70
 State Board of Dental Examiners--
 2/2/70-10/23/70
 Funeral Directors & Embalmers-8/24/70-
 8/24/71
 Board of Examiners of Nurses--4/20/70-7/6/71
 Board of Examiners of Nursing Home
 Administrators--4/71-6/2/71
 Board of Examiners of Optometry--2/25/70-
 4/22/71
 Board of Podiatry Examiners--9/17/69-
 1/27/71
 Commission of Physical Fitness--10/7/69-
 6/16/70
 Board of Physical Therapy Exam.-12/16/69-
 10/28/71
 Board of Plumbing Examiners--10/10/70
 Maryland Board of Pharmacy--10/28/70-
 4/30/71
 Board of Sanitarian Registrar Action-7/13/71
 Radiation Control Advisory Board-6/1/70
 Board of Certification for Water,
 Wastewater, Industrial Wastewater--
 11/16/71-12/8/71

10. Quantity and type of filing equipment released:

- | | |
|--------------------------------------|--------------------------|
| a. File drawers, letter-size | c. Transfiles |
| b. File drawers, legal-size <u>X</u> | d. Other (Specify) _____ |

11. Signature of Agency representative:

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 6-4-74

Lot No.: 7A B31

Range: 0

Section(s) 1
8+9

Received by: Styrmist

Remarks:

1. Agency: Department of Health and Mental Hygiene
2. Division: Assistant Secretary for Administration
3. Record Title:
4. Inclusive Dates: 8/69-12/71

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

Budget 1/71-9/71
Budget and Fiscal Planning 1/70-11/71
Capital Budget, Report of 1969
Capital Budget, 1971; Instructions 11/69-3/70
Capital Budget 8/69-3/71
Capital Improvements 3/70-5/70
Fiscal 1971 Budget Papers 12/69-2/70
Operating Budget 3/70-4/70
Operating Budget 1971 -
Operating Budget 1972 5/70-8/71
Capital Budget 4/70-4/71
Budget Operations & Management 5/71-5/71
Budget Amendments 7/69-3/70
Budget Appropriation Code 8/69
Budget Summary 2/70
Budget 1973 Fiscal Year 6/71-12/71
Budget & Procurement 9/68-8/69

Carroll Hall Nursing Home 5/71
Case Formula 9/69-3/71
Case Formula Review Comm. 4/70-6/70
Catalogue of State Asst. Pgrms. 10/70-12/70
Cecil Co. Health Dept. 8/70-4/71
Central Lab. Bldg. 11/69-5/70
Census Data Newsletter 10/70-2/71
Census Records 6/70-7/70

C-Miscellaneous 12/69-1/70
Cabin John Creek Drainage Basin 5/70
EMKEN Cambridge Maryland Hosp., Inc. 10/8/69
Cancer Control 4/6/71
Career Day 12/70-1/71
Carroll Co. Health Dept. 4/71-11/71
Carroll Co. Medical Society 9/70

10. Quantity and type of filing equipment released:

- | | |
|------------------------------|--------------------|
| a. File drawers, letter-size | c. Transfiles |
| b. File drawers, legal-size | d. Other (Specify) |

11. Signature of Agency representative:

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 6-4-74

Lot No.: 74831

Range: D

Section(s) Sh. 8+9

Received by:

Stymiest
Remarks:

1. Agency: Department of Health and Mental Hygiene
2. Division: Assistant Secretary for Administration
3. Record Title: C (cont'd) - D
4. Inclusive Dates: 7/68-12/71

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Change of Address Letters-1/28-7/6/70
Charities--12/12/70-10/29/71
Cherry Hill Satellite-2/25/70-12/1/71
Chestnut Lodge-7/6/71
Chronic Diseases-4/5/-8/5/71
Class Assignment & Sample Schedule-4/12/71
Clearinghouse Procedures-11/2/70-3/22/71
Civil Defense-9/9/71
Civil Rights-7/10-9/3/70
Clerk-Health Care Admin.-2/17/70
Code of Fair Practices-3/1/68
Collective Bargaining Contract-1/6-11/4/70
Collective Bargaining-9/22-10/22/69
Comm. Studying Centralization vs Decentralization

Communicable Disease--11/10/70-3/11/71
Communicable Disease Reports-7/17/69-5/27/71
Communication System-3/10/70
Community Action Agency--4/1/69
Community College Mental Health Workers-12/1/69
Community Health Services-1/70-4/27/70
Community and Human Relations-3/12-8/9/71

Numerical listing (continued)
Community Mental Health Center-7/10/69-5/11/70
Community Mental Health Services-3/69-5/22/70
Community Mental Health Services Grant-3/24/70
Community Neighborhood Health Center-2/18/70-8/10/70
Community Organization-7/22/71
Comprehensive Criminal Justice Improvement Plan-7/20/71
Condemnation-7/9/70-7/17/70
Confidentiality of Information-5/8/70-10/6/70
Congressional Index-5/21/70-9/13/71
Construction-6/8/70-7/28/70
Consultants-8/20/69-12/1/71
Continuing Medical Education-11/10/70
Contractual Agreements-12/22/69-6/2/70
Cooperative Area Manpower Planning System-(Camps)--12/7/70-2/8/71
Council on the S. Mountain-10/21/69
Council on State Governments-6/30/69
County Health Clinics, Rental of-1/26/70
Credit Cards-8/4/69-12/23/69
Crownsville State Hospital-12/29/69-9/3/71

10. Quantity and type of filing equipment released:

- | | |
|--------------------------------------|--------------------------|
| a. File drawers, letter-size | c. Transfiles |
| b. File drawers, legal-size <u>X</u> | d. Other (Specify) _____ |

11. Signature of Agency representative:

74631

R. D

See 1

Sh 819

Box #3-Continued:

1. Agency: Department of Health and Mental Hygiene
2. Division: Assistant Secretary for Admin.
3. Record Title:
4. Inclusive Dates:

D - Miscellaneous - 10/25/68-7/25/68
DSI-Invoice-6/25/70-9/29/71
Data Center-5/17/71-7/13/71
Data Processing, Misc.-1/23/69-9/8/71
Data Processing Bid Proposals-7/8/70
Data Processing Systems Design-8/29/69
Data System Sterring Comm.-5/21/70-11/13/70
Data Utilization Security-2/8/71-4/2/71
Day Care Centers-5/18/71-8/17/71
Dental-11/25/70-12/21/71
Denton Planning Council-7/16/70
Departmental Training Institute-3/19/71-8/5/71
Deputy Secretary-2/18/71-4/6/71
D.C. Public Health Assoc.-9/10/69
Dietic Services-11/6/69-11/29/71
Douglas, William-12/1/69-1/29/70
Drugs-12/26/68-3/3/71
Drug Abuse Admin.-2/13/70-9/27/71
Drug Issue Comm. & Assign.-9/22/71

RECORDS TRANSMITTAL SHEET

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To be completed by
Record Center:
Date: 6-4-74

Lot No.: 74831

Range: 0

Section(s) 1

Received by: 819

Remarks: Stymist

1. Agency: Department of Health and Mental Hygiene

2. Division: Assistant Secretary for Administration

3. Record Title: Comprehensive Health Planning Agency

4. Inclusive Dates: 6/68-12/71

5. Schedule No.

6. Item No.

7. Scheduled Disposal Date:

8. Actual Disposal Date:

#4

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

Comprehensive Health Planning Agency - 7/68-10/71
Comprehensive Health Planning Agency
- Minutes - 10/68-1/70
Comprehensive Health Planning Agency
Advisory Council - 6/68-12/71
Comprehensive Health Planning Agency
Charts, lists of names, etc. - 6/68-10/68
Comprehensive Data Processing System Study - 9/70
Comprehensive Health Planning Agency
Adm. Practices Committee - 7/68-1/71
Budget for Comprehensive Health Planning - 11/69
Health Services Committee (Comp. Health Planning
Committee - 9/68-7/70
Comprehensive Health Planning - Franchising
Bill - 3/70-7/70
Comprehensive Health Planning Child Health
Care Subcommittee - 8/68-2/69
Comprehensive Health Planning Executive
Committee - 8/68-2/69
Comprehensive Health Planning Education Sub-
Committee - 1/69-2/69
Comprehensive Health Planning Institutions
Committee - 11/68-12/68
Comprehensive Health Planning Commi
Inter-Agency Committee - 10/68-2/69
Comprehensive Health Planning Legal Com. - 12/68

Comprehensive Health Planning Research
Committee - 12/68
Comprehensive Health Planning Structure
and Function Committee - 8/68-1/69
Comprehensive Health Planning Volunteer
Advisors - 9/68-1/69

10. Quantity and type of filing equipment released:

a. File drawers, letter-size

c. Transfiles

b. File drawers, legal-size X

d. Other (Specify)

11. Signature of Agency representative:

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:

Date: 6-4-74

Lot No.: 74B31

Range: D

Section(s) 1

Received by: 8+9

Stymist
Remarks:

1. Agency: Department of Health and Mental Hygiene
2. Division: Assistant Secretary for Administration
3. Record Title: E-L
4. Inclusive Dates: 3/68-12/71

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	8. Actual Disposal Date:
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#5

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

E - Miscellaneous 6/69-8/69
 Eastern Shore State Hospital 1/70-12/71
 Easton Memorial Hospital 7/70
 Economic Opportunity 2/70-12/70
 EHG Services 3/70-4/70
 Eldridge, John C. 5/69
 Emergency Employment Act 9/71-11/71
 Emergency Plans 4/71-12/71
 Employee-Employer Relations 2/71-10/71
 Employment and Social Services 7/70-8/71
 Environmental Health 11/69-11/71
 Engineering and Maintenance 11/70-7/71
 Equipment 2/70
 Evans, Henry C. 8/68-4/70
 Evaluation & Screening Program 8/70-12/70

General Services 2/71-10/71
 Great Oaks Center 7/68-10/71

Health & Mental Hygiene New Office Bldg - 2/70-7/70
~~HEALTH~~ Hearing Office 7/69-12/71

Incentive Award Program 8/69-9/71
 Indigent Patients in Hospitals or in
 State Institutions 10/70-11/70
 Information Services 8/70-12/71

Numerical listing (continued)

Inquiries and Complaints 9/69-7/70
 Inspection and Licensure 7/70-8/70
 Insurance 10/70-11/70
 Institute for Children and Adolescents -
 3/70-10/70
 Interagency Committee 12/67-7/71
 Inter-Hospital Advisory Council 10/70-6/72
 Interest Earned 2/71-6/71
 Internship for Students 8/70-5/71

Jones, Walter 8/70
 Juvenile Services (Dept. of) 9/68-12/71

Dr. Klouenberg

Labor (misc.) 6/69-8/70
 Laboratory (misc.) 11/69-4/71
 Lamb, Allan Jackson 9/68-1/69
 Legal Dept. 8/69-10/70
 Licensing & Enforcement 10/70-12/71
 Liens 9/70-11/70
 Lloyd, Harold C. 3/68-12/69

10. Quantity and type of filing equipment released:

a. File drawers, letter-size _____ c. Transfiles _____
 b. File drawers, legal-size x d. Other (Specify) _____

11. Signature of Agency representative:

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:

Date: 6-4-74

Lot No.: 74B31

Range: D

Section(s) 1

Received by: 8+9

Remarks: Stymmet

1. Agency: Department of Health and Mental Hygiene

2. Division: Assistant Secretary for Administration

3. Record Title: F - H

4. Inclusive Dates: 10/68-12/71

5. Schedule No.

6. Item No.

7. Scheduled Disposal Date:

8. Actual Disposal Date:

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

#6

Fair Hearing 10/70-4/71
Fair Hearings (Peter S. Smith) 2/70-3/71
Fair Hearing Rules & Regulation Com. 5/70-9/70
Federal Grant Applications 12/69-6/70
Federal Grant Applications-Instructions 4/70
Federal Grant Emerg. Ambulance Grant 7/69-8/69
Financial Agents' Manual Revisions 8/70-9/70
Financial Statement 1/70
First Year Progress Report 7/69-6/70
Fiscal Administration 4/71-11/71
Fiscal Note/Reg. Letter 3/71
Food Cost Allowance 12/69-1/72
Food Cost Allowance Hearings 4/71-10/71
Food Services 11/70-6/72
Food Study 2/70-12/70
G
Garrett County Health Dept. 3/71-5/71
Garwyn Medical Center, Inc. 5/70
General Administration (Director of) 5/71-11/71
General Funds 1970
Good Samaritan Hospital 10/70-6/71
Governor's Conference Employ. of Veterans 4/70-7/70
Governor (Inquiries, Complaints, etc.) 8/69-9/69
Governor's Inter-Departmental Council on the Handicapped 6/69
Governor's Operating Efficiency Survey (Misc.) 8/69-9/69
Greater Baltimore Medical Center 6/70-1/72

Greene, Philip 7/69-8/71
Grosvenor Lane Nursing Home 5/71
H
Hall of Records (Misc.) 8/69
Hallam, Kenneth 8/69-6/70
Happy Hills Hospital 8/69-6/70
HCAS Adjustment Figures 12/69
Health; Education & Welfare 7/70-12/71
Health, Education & Welfare 4/69-6/70
HEW - Buy-In Agreement 3/70-5/70
HEW - Vocational Rehabilitation Programs and Activities 10/69-5/71
Health Data - Md. 7/69-8/69
Health Statistics 7/69-5/71
Henryton State Hospital 6/69-12/71
Dept. of Health (Misc.) 7/69-3/71
Dept. of Health - Budget 8/69-4/70
Dept. of Health - Comm. Health Svcs. 8/69
Dept. of Health - Contracts 1/70
Dept. of Health - Div. of Health. Ed. Public Health Library List 10/69-6/70
Dept. of Health - Training 9/69-11/69
Dept. of Health - Suspension of Payments 8/69
Dept. of Health - Rules & Reg. 9/69-7/70
Dept. of Health - Water Disinfection 2/70-4/70

10. Quantity and type of filing equipment released:

a. File drawers, letter-size

c. Transfiles

b. File drawers, legal-size

X

d. Other (specify)

11. Signature of Agency representative:

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 6-4-74

Lot No.: 74031

Range: D

Section(s) 1

Received by: 879

Remarks: *Stymist*

1. Agency: Department of Health and Mental Hygiene

2. Division: Assistant Secretary for Administration

3. Record Title: F - H (Con't)

4. Inclusive Dates: 10/68-12/71

5. Schedule No.

6. Item No.

7. Scheduled Disposal Date:

8. Actual Disposal Date:

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

#6

Health Education 1/70-5/71
Hospital Adm. Trainee 3/71-7/71
Hospital Cost Analysis Services 6/69-5/71
Hospital Costs & Health Care Adm. - Governor's Committee 10/68
Hospital Council of Md., Inc. 6/69-2/71
Hospital Improvement Project 12/70
Hospital Settlements for Fiscal 1967 2/70
Hospital Ships 6/70-2/71
Hospital Transmission Schedule 11/71
Housekeeping Services 12/69-11/71
Housing - Hospital Staffs 8/70-10/70
Housing Code 8/70-9/70
Human Resources Development Foundation, Inc. 5/71-6/71

10. Quantity and type of filing equipment released:

a. File drawers, letter-size _____ c. Transfiles _____
b. File drawers, legal-size X d. Other (specify) _____

11. Signature of Agency representative:

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 6-4-74

Lot No.: 74831

Range: D

Section(s) 1

Received by: 849

Remarks: Stymmet

1. Agency: Department of Health and Mental Hygiene
2. Division: Assistant Secretary for Administration
3. Record Title: M
4. Inclusive Dates: 9/68-12/71

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	8. Actual Disposal Date:
-----------------	-------------	-----------------------------	--------------------------

- #7 9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Management Assistance Corporation 12/69
Manpower Training & Development 10/69-10/71
Management Information Services 8/69-9/71
Maryland Association for Retarded Children 3/68-12/71
Maryland Center for Health Statistics proposal - 4/70-1/71
Maryland Chiropractic Assoc. 2/71-3/71
Maryland Health Maintenance Committee, Inc. 6/71-12/71
Maryland Hospital Assoc. 8/70-2/71
Maryland Interagency Law Enforcement System - 6/69
Maryland State School Health Council - 3/70-9/71
Maternal-Child Health 5/70-12/71
Medical Facilities Development 3/70-9/71
Medical Officers - Salary Levels 12/69-2/70
Medicaid Problems 10/70-10/71
Medicaid 9/68-3/71
Medical Assistant Program - Frauds 1/70-3/71
Medical Care Services 12/70-4/71
Medical Assistance Program - Hosp. Inpatient Services 1/70
Medical Assistance Program 10/69-11/71
Mental Health Center Grants Program 1968
Mental Health Technician Program 12/69-2/70
Mental Hygiene (Dept. of) 4/69-12/71

Numerical listing (continued)

Personnel Actions (Mental Hygiene, Dept. of) 6/69-12/70
Mental Statistical Reports 9/68-12/71
Capital Budget (Mental Hygiene, Dept. of) 6/69

10. Quantity and type of filing equipment released:

- | | |
|--------------------------------------|--------------------|
| a. File drawers, letter-size | c. Transfiles |
| b. File drawers, legal-size <u>X</u> | d. Other (Specify) |

11. Signature of Agency representative:

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 6-4-74

Lot No.: 74831

Range: 0

Section(s) 1
8+9

Received by:

Stymust
Remarks:

1. Agency: Department of Health and Mental Hygiene
2. Division: Assistant Secretary for Administration
3. Record Title: 12/68-12/71
4. Inclusive Dates: M (cont'd) - P

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	8. Actual Disposal Date:
-----------------	-------------	-----------------------------	--------------------------

- #8 9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Advisory Council on Mental Retardation 12/68-11/69
Mental Retardation (Ad Hoc) Committee 10/69-2/70
Mental Retardation, Directorate of 12/69-12/71
Mental Retardation - Day Care & Training
Consultant Positions 2/70-3/70
Metropolitan Baltimore 112-Bed Detention
Center 10/65-7/71
Metropolitan Urban Corps College Work Study
Program 8/7/70
Migrant Labor Camps 6/70
Montebello State Hospital 2/70-4/71
Montgomery County Reorganization 12/71
Montrose School for Girls 3/69-10/70
Motor Vehicle Fleet - Exec. Order 10/26/71
Mt. Wilson State Hospital - 1/70-2/71

National Disaster Assistance Plan - 8/70-11/70
National Educational Consultants, Inc. 5/71
National Medical Association Foundation 4/68-2/70
Neighborhood Advisory Council 6/70-7/72
New Careers Conf., Seattle, Wash., 3/70-4/70
Nurses 11/70-11/71
Nursing Homes 10/68-4/71

Oakhaven Care Home 3/71
Office Equipment 11/69-8/70

Numerical listing (continued)

Operation Native Son 8/70
Orientation 12/70-5/71
Orlinsky, Walter 9/69-1/70
Out-of-State Travel Request 8/69-4/71
Oxon Cove 3/70-5/70

Para-Medical Personnel 3/71-5/71
Parking Permits 6/70-1/71
Peer Self-Evaluation Review Comm. 11/71
Permits 1/71-3/71
Perkins, Clifton T. State Hosp. 10/69-11/71
Personnel 8/69-11/71
Appointments 1971
Directives 8/71-12/71
Grievances 11/69-11/71
Extra-Earnings (Policy on) 9/70-11/70
Handicapped 3/71-4/71
Identification 5/71
Secretary's Office 6/69-7/71
Promotional - 3/71-5/71
Reclassification 1/70-10/71
Secretary of Personnel 8/69-11/71
Secretarial Survey 8/71-1/72
Summer Employment 11/69-5/71
Vacancies 3/71-12/71

10. Quantity and type of filing equipment released:

- | | |
|--------------------------------------|--------------------------|
| a. File drawers, letter-size | c. Transfiles |
| b. File drawers, legal-size <u>X</u> | d. Other (Specify) _____ |

11. Signature of Agency representative:

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:

Date: 6-4-74

Lot No.: 74631

Range: 0

Section(s) 1
819

Received by:

Remarks:

1. Agency: Department of Health and Mental Hygiene
2. Division: Assistant Secretary for Administration
3. Record Title: P (cont'd) - R
4. Inclusive Dates: 3/58-12/71

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	8. Actual Disposal Date:
-----------------	-------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

#9

PPB Systems - 5/68-2/71
Physicians Bioanalytical Lab., Inc. 9/70
Physical Therapy (Div. of) 9/70-4/71
Pine Bluff Hospital 1/70-3/71
Piney Point - St. Mary's County 9/69
Planning, Grants & Program Develop. 10/70-12/71
Planning - Mental Health Centers 6/69
Plumbing Code - 2/70-3/71
Podiatry Program 7/70
Poindexter, Wm. James 3/71-11/71
Pollution - General 2/70-9/70
Polovoy, Norman 12/69-1/70
Prepaid Health Care Programs 11/17-12/69
Prince George's County 6/70-11/71
Provider Relations Specialists 7/70-4/71
Program Planning Budgeting System 10/69-2/70
Program Review Evaluation & Planning 6/71
Provident Hospital 9/69-1/71
Psychiatric Aides 10/69-4/70
Public Information Material 7/69-2/71
Public Improvements, Dept. of 8/69
Public Meetings 12/69
Public Personnel Association 1/70-1/71
Public Service Careers Program 12/69-8/70
Purchased Care Services 10/70-11/71

~~XXXXXXXXXXXX~~

Rate Schedule 8/70-10/70
Real Estate - Misc. 11/69-8/70
Recoveries & Regulations 5/71
Recycled Paper 6/72
Regional Planning Council 12/67-2/71
Reimbursements 3/68-12/71
Reimbursement Officers Conf. 8/70
Reorganization 11/70-7/71
Report on Inventory of the Legal and
Exec. Basis for Operation of DHMH 1/71
Research Program - Evaluation 6/70
Rosewood Hospital Center 2/70-2/71
Rubella 12/69-1/71

10. Quantity and type of filing equipment released:

a. File drawers, letter-size _____ c. Transfiles _____
b. File drawers, legal-size X d. Other (Specify) _____

11. Signature of Agency representative:

10

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:

Date: 6-4-74

Lot No.: 74831

Range: 0

Section(s) 1

Received by: 819

Remarks:

1. Agency: Department of Health and Mental Hygiene
2. Division: Assistant Secretary for Administration
3. Record Title: S - W
4. Inclusive Dates: 10/68 - 12/71

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	8. Actual Disposal Date:
-----------------	-------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

#10

Salaries 6/69-7/71
Salary & Fringe Benefit Improvements 7/69-4/70
Peterson Psychiatric Clinic 12/71
Sheppard Pratt Hospital 11/70-12/70
Sick Leave Report - GOES 1/68-9/69
Sick Leave 11/69-11/71
Smuck's Dump 1/70-2/70
Solomon, Neil 10/68-3/71
Social Security Act 11/70-6/71
Social Welfare Program 11/69
Space 11/69-8/71
Space Survey - State Office Building 9/69
Space Utilization Committee - Misc. 5/69-8/70
Speech & Hearing (Div. of) 8/70-9/70
Spicer, Wm. S. (jr.) 10/68
Springfield State Hospital 9/69-11/71
Spring Grove State Hospital 9/69-6/71
State Planning (Dept. of) 2/68-11/71
State Roads Commission 1/71
Statistis 1/70-3/71
Statistics & Data Processing-Adv. Com. 4/70
Steering Committee Meeting 11/70-1/71
Support Services 11/70-9/71
Surplus Property 9/71
Survey Services 8/70-10/71

Numerical listing (continued)

Therapy 9/70-3/71
Thirty-Month Report 10/71-12/71
Third-Party Recovery 7/70-8/70
Third Party Payee 3/71-4/71
Title VI-Compliance Office 11/70-11/71
Title XIX-Misc. 9/69-11/71
Transition Task Force 5/69-7/69
Trust Officer 11/70-12/70
Tuberculosis - Out-Reach Program 10/68-4/70
Tuition Reimbursements 6/70-8/70

Union Collective Bargaining Contracts 7/69
USNS Twin Falls 12/70-1/71

Vendor Relations Specialists 3/70-5/70
Veterinary Medicine (Div. of) 2/70-12/71
Vidaver, Robert (M.D.) 5/71
Vital Records, Chief (Div. of) 10/69-4/71
Vital Records, Divorce Reports 12/69-11/71
Vocational Rehab. Center 8/69-5/71
Volunteer Services 4/70-7/71

Woodstock College 6/70-12/70

10. Quantity and type of filing equipment released:

a. File drawers, letter-size	c. Transfiles
b. File drawers, legal-size	d. Other (Specify)

11. Signature of Agency representative:

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Dept of Health & Mental Hygiene
Reporting Agency

Office of the Secretary 77W107
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
Bx 1-25	See ATTACHED TRANSMITTAL	388	3A	1972-74	25	4-83	Recycled

I hereby certify that the above listed records were disposed of as indicated.

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

77W107

December 16, 1976

Signature

Title

Record Management Technician

1. From: (Name, Division, Address or Agency)

Office of the Secretary

Department of Health and Mental Hygiene

201 W. Preston Street

2. Building and Room

3. Phone

O'Connor Bldg.

383-2600

Room 510

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

25

*B. Wentzel*7. Records
Location
(Center)8. Box
Numbers9. Description of Records
With Inclusive Dates10. Disposal Authority
(Schedule and Item No.)~~Range 19~~~~Section 13~~

R29

514-15

1

"A" Administration --January 1972-June 1974 (all)

2

"Administration"--Budget--CHP

3

"Administration"--CHP-- Licensing & Certification

4

"Administration"--Licensing & Certification--
Personnel

5

"Administration"--Regulations--"Environmental
Health" -- Air Quality Control

6

"E.H." --Cabin John Basin Litigation

7

"E.H." -- Cabin John Basin

8

"E.H." -- Consumer Protection

9

"E.H." Drug Control - W.S.S.C.

10

"E.H." W.S.S.C.
"B" Budget and Fiscal Planning

11

Budget & Fiscal Planning--Employment &
Social Services

12

Energy Policy

13

Johns Hopkins Hospital -- Legal Services

14

Legal Services

388-3A

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL AND RECEIPT
PAGE TWO -- DHMH--Office of Secretary
TOTAL BOXES--25

- 15 Med-Chi
- 16 Optometry, Bd. of Examiners
- 17 Commission on Functions of Government
- 18 Committee for Statistics
- 19 Publications
- 20 Juvenile Services--1973
- 21 Medical Care Programs
- 22 Mental Hygiene--Inner City
- 23 Preventive Medicine--Communicable Diseases
- 24 State Planning
- 25 U.S.--HEW

(Please see detailed attached list
of files)

77W107
JAN 25 1974

FILE # 2 - Top Drawer

A (Subdivision)

ABRAMS, Senator Rosalie
ACCOMPLISHMENTS & SAVINGS
ACCUPUNCTURE
ADP
AFL-CIO '72 -- AGING, OFFICE OF
AGRICULTURE, Department of
AMERICAN JEWISH JOINT DISTRIBUTION COMM.
AMERICAN SOCIETY OF BARIATRIC PHYSICIANS
AMERICAN MEDICAL ASSOCIATION
APPOINTMENTS & INVITATIONS - 1973
APPOINTMENTS & INVITATIONS - 1972
ATTORNEY GENERAL -- AVIATION POLICY MINUTES AWARDS
"A" MISCELLANEOUS

ADMINISTRATION, Office of General

ADM. - CAPITAL BUDGET, ENG. & MAINTENANCE
ADMINISTRATION, General 1973
ADMINISTRATION, General 1972
ADM. - Emergency Labor Plan
ADM. -- OS:CRU

BOARDS AND COMMISSIONS (See Bottom Drawer)

BUDGET

Budget - Capital 1973
BUDGET - Capital F"74 -- Capital 1976
BUDGET - Capital, Misc. (Fiscal Study)
BUDGET - Legislative Reviews 1973
BUDGET - Mental Hygiene - 1971 - 75
BUDGET - Operating 1973
BUDGET - Operating - F.Y. '74
Three Unmarked Folders containing: (each contains the same information)
Report: "Accomplishments since Last Legislative Session" - Dr. Solomon
2/9/73
Report: "Report to the Legislature" - 2/73
Report: "Report to the Legislature - Maryland Medical Assistance
Program - Fiscal Year 1974 - Medical Care Programs Admin."
2/73
Report: "Report to the Legislature" (This is a speech; the other was
answers to questions that had been raised by Legislature)
BUDGET - Supplemental - 1973 -- Budget Overview Presented 2/6/74
BUDGET - Supplemental - 1974

COMPREHENSIVE HEALTH

Admin. - CHPA - 1973

Comprehensive Health Planning Agency - 1972

CHIP - Bon Secours Hospital

Report - Not in Folder - COMPARISON (SUMMARY) OF SERVICES TO BE
PROVIDED (PER THEIR SUBMISSIONS) - Bon Secours - Lutheran

CHP - Clinton Community Hospital

CHP - Lutheran Hospital

CHP - Southern Md. Hospital Center

GRANTS

Grants - General - 1973

Grants - General - 1972

Grants - Monthly Summary 1973

Grants - Monthly Summary 1972

Grants - Summary '72

Grants - Summary '73

HEARINGS

Hearings

LICENSING AND CERTIFICATION

Licensing and Certification 1973 (Folder large)

Licensing and Certification 1972

Md. Pen Hospital

Paradise Nursing Home--Southern Md. Hospital Center

PERSONNEL

Personnel Applications - Filed Alphabetically

Personnel - Appointments

Personnel - Board of Ethics

Personnel - Emergency Numbers

Personnel - General

Personnel - General - 1972

Personnel - Grievances

Personnel - Incentive Program

Personnel - Manpower, Development & Training

Personnel - MS-22 Forms

Personnel - Policies

Personnel -Salaries

PLANNING, OFFICE OF
REGULATIONS

Regulations
Regulations - Public Notice
Regulations - Immunizations
Involuntary Admissions Regulations - 2 folders
Regulations - Methaqualone
Regulations - Day Care
Regulations - Nitrous Oxide
Regulations - Pacifiers
Regulations - Pet Turtles

REIMBURSEMENTS

Reimbursements, Division of

STATISTICS

STATISTICS, Center for

SUPPORT SERVICES

Support Services General
Dietic Services
Receiving Report

ENVIRONMENTAL HEALTH

E.H. -- Agnes, Tropical Storm
E.H. -- Air Quality Control - July ^{Jan-June '74} - Dec. 1973
E.H. -- Air Quality Control - Jan. - June 1973
E.H. -- Air Quality Control
E.H. -- Air Quality Control - Air Pollution Alerts '73
E.H. -- Air Quality Control - Air Pollution Alerts '72
E.H. -- Air Quality Control - Galoxychemical
E.H. -- Air Quality Control Hearings
E.H. -- Air Quality Control Plans
E.H. -- AQC Plans for Compliance A-G
E.H. -- AQC Plans for Compliance H-O
E.H. -- AQC Plans for Compliance P-Z
E.H. -- AQC Violations
E.H. -- Violations
E.H. -- Bedding & Upholstery
E.H. -- Calvert Cliffs
E.H. -- Consumer Protection
E.H. -- Division of Drug Control
E.H. -- Exceptions
E.H. -- General
E.H. -- Food & Milk, Division of

COMMUNITY HEALTH PROTECTION

subdivisions)

E.H., General Sanitation, Division of - 1973

" " " " " - 1972

E.H. -- Industrial Hygiene

E.H. -- Kent Narrows

E.H. -- Landfills

E.H. -- Litigation

E.H. -- Miscellaneous

E.H. -- Monthly Summaries

E.H. -- Noise

E.H. -- Progress Reports

E.H. -- Solid Wastes E.H. Radiological

E.H. -- Shellfish

E.H. -- Violations

E.H. -- Water and Sewerage -- Allegany Co.

E.H. -- W. & S. -- Anacostia '72

E.H. -- W. & S. -- Anne Arundel Co.

E.H. -- W. & S. -- Baltimore City

E.H. -- W. & S. -- Baltimore Co.

E.H. -- W. & S. -- Blue Plains

E.H. -- W. & S. -- Cabin John

E.H. -- W. & S. -- Calvert Co.

E.H. -- W. & S. -- Carroll Co. E.H. Cecil County

E.H. -- W. & S. -- Charles Co.

E.H. -- W. & S. -- College Park

E.H. -- W. & S. -- Frederick Co.

E.H. -- W. & S. -- Grants

E.H. -- W. & S. -- Gwynn Falls

E.H. -- W. & S. -- Harford Co.

E.H. -- Jack Seidel - Chevrolet Dealership ?

E.H. -- W. & S. -- Jones Falls

E.H. -- W. & S. -- Joppatowne

E.H. -- W. & S. -- Landover Mall

E.H. -- W. & S. -- Miscellaneous

E.H. -- W. & S. -- Orders E.H. Montgomery County

E.H. -- W. & S. Patapsco Wastewater Treatment Plant

E.H. -- W. & S. -- Patuxent River E.H. W & S Parkway

E.H. -- W. & S. -- Piscataway

E.H. -- W. & S. -- Potomac River

E.H. -- W. & S. -- Potomac, Patuxent & Patapsco

E.H. -- W. & S. -- Prince George's & Mont. Co. -- Jack Seidel Chevrolet Dealership Prince George's County

E.H. -- W. & S. -- City of Rockville

E.H. -- W. & S. -- Washington Co. E.H. -- W&S. St. Mary's County

E.H. -- W. & S. -- W.S.S.C.

— begins at F3, D1

B Baltimore City
Baltimore City Hospital 1972
Baltimore City Medical Society
Batterton, R.A., Conference File
Beall, The Honorable J. Glenn, Jr.
Bishop, John J. (The Honorable) — Blue Cross
Budget and Fiscal Planning - Sept. -Dec. 1973
Budget and Fiscal Planning - June - Aug. 1973
Budget and Fiscal Planning - Jan. -May 1973
Budget and Fiscal Planning (Dept. of) June-Dec. 1972
Budget and Fiscal Planning - Jan. -June 1972
Byron, Goodie, Congressman
"B" Misc.

BOARD OF REVIEW

Board of Review

Cabinet Meeting

C Central Commitment Task Force 1972 — Chronic Disease, Special Task Force
Collins Assoc. — Correspondence--Literature for Review,
Curriculum Vitae-Staff Community Relations
"C" Misc.

D Deputy Secretary —
DHMH - Summary — Duty Officer
"D" Misc. '

E — Economics & Community Dev. (Dept. of)
Economic Opportunity Office of
Education, Dept. of — Emergency Medical Services
.. Employment & Social Services, Dept. of
Energy Policy
Environmental Council
Environmental Protection Agency —
Executive Department — Ethics, Code of
Executive Orders
"E" Misc.

F Fiscal Services, Dept. of — Federal Liaison Officer
Food Fair — Finney, Jervis, Judge
"F" Misc.

BOARD OF REVIEW -- Appeals --Drucilla Beardmore
BOARD OF REVIEW -- Appeals --Joseph Brigandi
BOARD OF REVIEW -- Appeals --Annie Clarke
BOARD OF REVIEW -- APPEALS-- Croyder, Irvin & Co., Inc.
BOARD OF REVIEW -- Appeals -- Eaton vs Talbot Co.
BOARD OF REVIEW -- Correspondence General
BOARD OF REVIEW -- Curriculum Vitae
BOARD OF REVIEW -- Legal Opinions

- G Greene, Philip, Conference File
General Services, Department of
Group Homes
Gude, Gilbert, The Honorable
"G" Misc.
- H Health Facilities Assoc. of Md. Inc.
Health Maintenance Organization
Health Warning
Hogan, Lawrence J., Honorable
Hoyer, Steny H., Honorable
Hospital Case Analysis Services, Inc.
House Resolutions
"H" Misc.

Information and Referral Services
Iron Fortified Milk Program
"I" Misc.

- J Johns Hopkins Hosp.
Johns Hopkins Univ.
"J" Misc.

- K Kraus, Barbara
"K" Misc.

- L Labor Industry, Division of
Laboratory Study
Leases
Legal Aid Bureau, Inc.
Legislation 1972
Legislation, Mentally Retarded
Legislative Auditor Report
Legislative Council (Timothy Clark)
Legislative Reference (Dept. of)
Letters - Congratulatory 1973
Letters - Congratulatory 1972
Licensing and Regulations, Dept. of
Life Preservation, Special Committee
Long, Clarence D., Honorable
"L" Misc.

LEGAL, OFFICE OF

Legal Services

Legal Services -- Litigations -- Bean et al vs Merck & Co et al

LEGISLATIVE SERVICES, OFFICE OF

LEGISLATIVE SERVICES, OFFICE OF

Legislative Services, House Appropriations Committee

Legislative Services, General

Legislature

Four (4) Unmarked Folders Containing Same Information as 3 unmarked folders under BUDGET File #2 Top Drawer

Legislative Hearings

Legislation for 1974

Legislative Inquiries 1973

Legislative Inquiries 1972

Legislative Inquiries 1971

MC

McCormick & Co.

"Mc's" Misc.

M

Malpractice

Marvin Mandel, Correspondence 1972

Marvin Mandel, Correspondence 1973

Maps & Directions

Md. Assoc. for Mental Health

Md. Blue Cross-Blue Shield Task Force

Md. Blue Cross-Blue Shield

Maryland Classified Employees Assoc. Mason, Edward J., Hon.

Md. Assoc. for Retarded Citizens Md. Commission on Functions of Government

Md. Environmental Services

Md. 4-C Committee

Md. Health Maintenance Committee

Md. Hospital Assoc.

Md. Psychological Assoc., Inc.

Md. Psychiatric Research Center

Md. Psychiatric Society

Massage Parlors

Mathias, Charles

Medical Assistance Task Force

Medical and Chirurgical Faculty

Medical and Chirurgical Faculty Misc.

Meetings - Staff - '72-'73

Medical Coordinating Team

Meeting-Cabinet

Meetings, Group

Mitchell, Honorable Parren J

"M" Misc.

BOARDS AND COMMISSIONS

(These Boards, etc. are under the direction of Mrs. Stern, Coordinator of Bds. and Commissions)

Boards and Commissions - Recommended Appointments

AIR QUALITY CONTROL (Advisory Council)

Audiologists, Board of Examiners

BOARDS AND COMMISSIONS (Administration)

ANATOMY BOARD OF MARYLAND

BOARDS AND COMMISSIONS (Coordinator)

CHIROPRACTIC EXAMINERS (Board of)

Citizens Advisory Board for Clifton T. Perkins

Citizens Advisory Board for Crownsville

Citizens Advisory Board for Deer's Head

Citizens Advisory Board for Eastern Shore

Citizens Advisory Board for Great Oaks

Citizens Advisory Board for Henryton

Citizens Advisory Board for Mt. Wilson

Citizens Advisory Board for Montebello

Citizens Advisory Board for Rosewood

Citizens Advisory Board for Spring Grove

Citizens Advisory Board for Springfield

Citizens Advisory Board for Western Md.

Dental Examiners, Board of

Funeral Directors, Board of

Health Services Cost Review Commission

Hospital Construction, Advisory Council

Hospital Licensing (Advisory Council on)

Juvenile Services (Advisory Board of)

Kidney Disease (Commission on)

Medical Discipline (Commission on)

Medical Examiners (Board of)

Noise Pollution Control Advisory Council

Nurses (Board of Examiners)

Optometry (Board of Examiners)

Osteopathic Examiners (Board of)

Pharmacy (Maryland Board of)

Physical Fitness (Commission on)

Physical Therapy Examiners (Board of)

Podiatry (Board of)

Postmortem Examiners (Dept. of)

Psychologists (Board of)

Radiation Control (Advisory Council)

Review, Board of

Sanitarian Registration, Board of

Veterinary Medical Examiners, Board of

BOARDS AND COMMISSIONS Cont.

These Boards are of interest to Dept., but not under the Coordinator of Bds.

Accident Review Board
Administrative Advisory Committee
Ad Hoc Advisory Committee for Environmental Services
ADP Management Review Board
Advisory Boards for Institutions
Alcoholism, Advisory Council on
Annotated Code, Governor's Commission to Revise the
Bedding and Upholstery (Advisory Board)
Boards and Commissions, General
Board of Medical Examiners, Commission on
Boards and Commissions - Education (Dept. of)
Certification of Water and Wastewater Superintendents (Board of)
Children & Youth, Governor's Commission on
Community College Committee -- Joint Departmental
Comprehensive Health Planning (Advisory Council on) '73
Day Care Licensing Advisory and Study Committee
Developmental Disabilities Advisory Council
Dialysis and Transplantation Committee
Drug Abuse, Advisory Council on
Emergency Care (Committee)
Emergency Care Advisory Council, Maryland
Emergency Medical Services, Advisory Council
Emergency Medical Services Technical Advisory Council
Functions of Government, Md. Commission
Greater Laurel Hospital Authority
Health and Mental Hygiene, Dept. of (Board of Review for)
Committee on Generic Drugs (Advisory Committee)
Handicapped, Gov. 's Commission to Study the Needs of the
Health and Higher Education Facilities Authority
Hearing Aid Dealers (Board of Examiners for)
Hereditary Diseases, Adv. Committee
Higher Education, Maryland Council for
Highway Safety (Policy Advisory Committee)
Human Rights (Medical Committee)
Commission on Human Relations
Human Trials (Advisory Council)
Humane Practices Commission
Inner City Mental Health Center Board
Law Enforcement and the Administration of Justice, Commission on
Long Term Care, Committee
Manpower Coordinating Committee
Malnutrition (Commission)
Maryland Community Health Council
Maryland Emergency Care Advisory Council
Maryland Health Maintenance Committee
Maryland State School Health Council
Medical Assistance-Federal, Advisory Committee
Medical Discipline, Commission on
Medical Ed. Assist (Boards and Commissions)

Mental Health Advisory Council on
Mental Hygiene Advisory Council
Mental Retardation (Ad Hoc Committee)
Mental Retardation, Report of Secretary's Committee
Migratory Labor (Committee on)
Mobile Emergency Units - 1971 (Ad Hoc Committee)
Mobile Emergency Units - 1970 (Ad Hoc Committee)
" " " 1969 " " "
Narcotic Prescribing (Ad Hoc Committee)
National Advisory Committee on Alcoholism
New York Project Interstate Advisory Group (Committee)
Nursing Home Administrators, Examiners of (State Board of)
Nursing Homes--Governor's Commission to Study Problems in
Nutrition, Md.* Interagency Committee for Improved
Pesticide (Advisory Board)
Pesticides (Committee)
Physical Therapists (State Board of)
Planning for Construction of Community M.H.
Planning for Construction of Mental Retardation Facilities
Power Plants and the Environment for the Chesapeake Bay area
Price Commission for Health Services
Regional Planning Council-
Committee for Statistics and Data Processing
Science Advisory Council, Governor's
State Commission on Aging
Stroke and Rehabilitation (Committee on)

N - PROGRAM SERVICES

N National Institute of Mental Health
 National Relations Office
 Natural Resources (Dept. of) National Health Insurance Plan
 News Media--Afro America
 News Media -- Miscellaneous
 News Media -- News America
 News Media -- News America -- "Doctor's Advise"
 News Media --WBAL -- DHMH Show
 News Media -- WCAO
 News American Pony Express
 Sunpapers
 News Media -- WBAL
 News - WCAO - DHMH Show
 WJZ
 WMAR
 Nursing Home Complaints
 Nursing Homes
 Nursing Homes -- Religious Volunteers
 Nutrition
 Nutritional Supplement
 "N" Miscellaneous

O Ocean City
 "O" Miscellaneous
 Office Management Handbook
 Patient Labor
 P Pennsylvania Commonwealth
 Personnel, Department of Planning Task Force
 Personnel, Retirement Program and Administration Issues
 Physician Assistants
 Provident Hospital Publications
 Public Health
 Public Health - National Enquirer Art. as
 Public Health - National Enquirer Correspondence
 Public Safety and Correctional Services
 Public Works, Board of
 "P" Miscellaneous

PROGRAM SERVICES, OFFICE OF

Program Services -- Dr. Tayback
 Program Services Meetings
 AGED AND CHRONICALLY ILL
 Aged and Chronically Ill Services Admin.
 Day Care for Elderly

DRUG ABUSE ADMINISTRATION

P.S. -- Drug Abuse Administration.1973
P.S. -- Drug Abuse Administration 1972
Drug Civil Commitments
Drug Abuse -- Methadone Treatment
D. A. A. -- Detoxification
Drug Programs -- Cherry Hill
Drug Abuse -- Miscellaneous
Drug Abuse -- Task Force

JUVENILE SERVICES

Juvenile Services 1973
Juvenile Services, Regional Institutes for
Juvenile Services, Children and Adolescents

LABORATORIES AND RESEARCH

Laboratories and Research Admin.

LOCAL HEALTH SERVICES ADMIN.

Local Health Services Admin.
Health -- Allegany Co.
Health -- Anne Arundel Co.
Baltimore City Health Department
Health -- Baltimore Co.
Calvert Co. Health Department
Health -- Caroline Co.
Carroll Co. Health Dept.
Health -- Cecil Co.
Health -- Dorchester Co.
Frederick Co. Health Department
Health -- Garrett Co.
Harford Co. Health Department
Health -- Howard Co.
Health -- Kent Co.
Health -- Montgomery Co.
Health -- Prince George's Co.
Health -- St. Mary's Co.
Health -- Washington Co.
Health -- Wicomico Co.

PROGRAM SERVICES -- Medical Care Program
PROGRAM SERVICES -- Preventive Medicine

MEDICAL CARE PROGRAM

P.S. -- Medical Care Program Admin. 1973
P.S. -- Medical Care Program Admin. 1972
Medical Care Assistant Secretary for Medicaid
Medical Care Program -- Fraud
Medical Care Adm. -- Pharmacies
Medicaid Reimbursement
Medical Care - Rene' Martinex
Medicaid - Transportation

MENTAL HEALTH ADMINISTRATION

Mental Health Admin. 1973
Mental Health Admin. 1972
M.H. -- Alcohol Control (Highway Transportation Program)
M.H. -- Alcoholism Control (Division of)
M.H. -- Cherry Hill Community Mental Health Satellite
M.H. -- Community Mental Health Programs
M.H. -- Crownsville
M.H. -- Inner City Mental Health Center Md. Psychiatric Center
H.H. -- Search Committee for Commissioner
M.H. -- Patient Problem Clifton T. Perkins
Hospital - State - Eastern Shore
Hospital - State - Springfield
Hospital - State - Spring Grove
(Envelope) M.H. Confidential File Springfield

MENTAL RETARDATION ADMINISTRATION

Roll, Martin, Ph.D.
M.R. Administration
M.R. Autistic Children
M.R. Developmental Disabilities M.D. DIRECTOR APPOINTMENT
M.R. Eastern Shore Regional Mental Retardation Center
M.R. Great Oaks
M.R. Henryton
M.R. Mt. Wilson
M.R. Patient Problems
M.R. Rosewood 72

PREVENTIVE MEDICINE ADMINISTRATION

Preventive Medicine Administration
P.M. -- Communicable Disease
P.M. -- Communicable Disease, V. D.

PLANNING, OFFICE OF
REGULATIONS

Regulations
Regulations - Public Notice
Regulations - Immunizations
Involuntary Admissions Regulations - 2 folders
Regulations - Methaqualone
Regulations - Day Care
Regulations - Nitrous Oxide
Regulations - Pacifiers
Regulations - Pet Turtles

REIMBURSEMENTS

Reimbursements, Division of

STATISTICS

STATISTICS, Center for

SUPPORT SERVICES

Support Services General
Dietic Services
Receiving Report

ENVIRONMENTAL HEALTH

E.H. -- Agnes, Tropical Storm
E.H. -- Air Quality Control - July - June '74
E.H. -- Air Quality Control - Jan. - Dec. 1973
E.H. -- Air Quality Control - Jan. - June 1973
E.H. -- Air Quality Control
E.H. -- Air Quality Control - Air Pollution Alerts '73
E.H. -- Air Quality Control - Air Pollution Alerts '72
E.H. -- Air Quality Control - Galoxychemical
E.H. -- Air Quality Control Hearings
E.H. -- Air Quality Control Plans
E.H. -- AQC Plans for Compliance A-G
E.H. -- AQC Plans for Compliance H-O
E.H. -- AQC Plans for Compliance P-Z
E.H. -- AQC Violations
E.H. -- Violations
E.H. -- Bedding & Upholstery
E.H. -- Calvert Cliffs
E.H. -- Consumer Protection
E.H. -- Division of Drug Control
E.H. -- Exceptions
E.H. -- General
E.H. -- Food & Milk, Division of

EH COMMUNITY HEALTH PROTECTION

PREVENTIVE MEDICINE CONTINUED

P.M. Communicable Diseases

- P.M. -- Emergency Health Services
- P.M. -- Emergency Health Services 73
- P.M. -- Dental Program
- P.M. -- Maternal and Child Care (Division of)
- P.M. -- Maternal and Child Care centers
- P.M. -- Nutrition, Division of
- P.M. -- Veterinary Medicine (Division of)

Drawer 3 -- Q. - Z

Q "Q" Miscellaneous

R Regional Program
Regional Health Conference File
"R" Miscellaneous

S Sarbanes, Paul S.
Snyder, Senator George C.
State, Secretary of -- Fred Wineland
Sedar
Solomon, Neil, M. D., Ph. D., Misc.
State Highway Administration
State Planning, Department of 1973
State Planning, Department of 1972
Staten, The Honorable Roy N.
Statistics
"S" Miscellaneous

SPECIAL SERVICES, OFFICE OF

Special Services, Office of
Special Services Emergency Duty Roster
Special Services Health Education

Transportation, Department of
Treasurer's Office (State)
"T" Misc.

JAN 25 1974

U U.S. Civil Service Commission
U.S. Government -- Health Education and Welfare, Department of
U.S. Food and Drug Administration
U.S. Health, Education, and Welfare -- June-Dec. 73
U.S. H. E. W. -May 73
United States HEW (Department of)
U.S. -- Cost of Living Council
U.S. -- Public Health Services Hospital
University of Maryland
"U" Miscellaneous

V "V" Miscellaneous

W Walter, Paul
Wills, George S. (Hill and Knowlton)
Worthington Foods
"W" Miscellaneous

XYZ

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Health & Mental Hygiene
Reporting Agency

Office of the Secretary 78 B18
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
Bx 1-12	Cost Ledger Cards & Payroll distribution Sheet	275	1	1967-1973	12	4-83	Recycled

I hereby certify that the above listed records were disposed of as indicated.

Signature

Title

Date

3
RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

78B18

August 4, 1977

1. From: (Name, Division, Address or Agency)

Health & Mental Hygiene
Office of the Secretary

Signature

Title

Record Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

6. No. of Cu.Ft.

12 cu.ft.

7. Records
Location
(Center)

8. Box
Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

In aisle
at end of
Range 21-22

1-12

1967 - 1973
Cost ledger cards & Payroll distribution sheets

275-1

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Health & Mental Hygiene
Reporting Agency

Office of the Secretary 78 B22
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
Bx 1-14	Financial STATEMENT	275	1	1967-73	14	4-83	Recycled

I hereby certify that the above listed records were disposed of as indicated.

Signature

Title

Date

3
RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

78B22

Date Received

August 4, 1977

1. From: (Name, Division, Address or Agency)

Health & Mental Hygiene
Office of the Secretary
201 West Preston St., Baltimore, MD

Signature

Title

Record Management Technician

2. Building and Room

O'Connor Bldg.

3. Phone

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

6. No. of Cu.Ft.

14 cu.ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~Range 4~~
~~Section 4~~
Shelves 3-5

R32
S7A

1 - 14

Financial Statements

1967 thru 1973

1983

275-1

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Office of the Secretary

Division or Bureau

78B44

PREPARE IN DUPLICATE

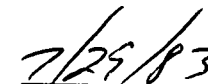
Retain one copy and forward
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-41	See Transmittal				41	7-83	Recycled

I hereby certify that the above listed records were disposed of as indicated.


Signature


Title


Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

78B44

August 29, 1977

1. From: (Name, Division, Address or Agency)

Office of the Secretary (OS:GRU)
Department of Health and Mental Hygiene

Signature

Title

Record Management Technician

2. Building and Room

O'Connor Bldg.
Room 510

3. Phone

383-6336

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

6. No. of Cu.Ft.

41

7. Records
Location
(Center)

8. Box
Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

Range K

Section 3

Sh. 1-7

1

AA Boards and Commissions
AA-2-9 Dental Examiners

2

AA-2-10 Eastern Shore Citizens Advisory Board
AA-4-3 Data Processing Statistical Committee

3

AA-4-4A Deputy Secretary Selection Committee
AA-5-5 Psychological Affairs Advisory Group

4

AA-16 Regional Planning Council
AM-3 Directives Management

5

AM-3-1 Directives Management--Historical File
AM-6 Management Projects

6

AM-6 Management Projects

7

AM-7 Office Management (Includes Confidentiality
of Files)
AM-9 Planning

8

AM 9-1 Emergency Planning
AM-10 Reports

9

AM-10 Reports
AM-10-3 Weekly Reports

10

AM-11 Statistics (Vital Records)
CA-Children and Adolescents

11

CA-1 Children and Adolescents--After Care Services
EH-1 Air & Noise Quality

12

EH-1 Air & Noise Quality
EH-5 General Sanitation

7/80

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)

Signature

**OFFICE OF THE SECRETARY (OS:CRU)
DEPARTMENT OF HEALTH AND MENTAL**

Title

2. Building and Room

3. Phone

HYGIENE

4. To: State Records Center

'Conor Bldg.

Room 510

383-6336

XXX

5. Signature: (Agency Official)

6. No. of Cu.Ft.

41

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	13	EH-6 Product Safety EH 9-3 Water & Sewerage--Anne Arundel Co.	
	14	EH 9-3 Water & Sewerage--Anne Arundel Co. EH 9-16 " " " Gwynn Falls	
	15	EH 9-16 " " " " " EH 9-27 " " " P.G. Co.	
	16	EH 9-27 " " " " " FM-2 Financial Management	
	17	FM-3 Financial Management--Budget Execution FM-5 Budget Presentation 8/75-6/76	
	18	FM-5 " " FM-6 Collection and Reimbursements	
	19	FM-7 Contracts FM-10 Grants	
	20	FM-10b Grants--1-3/75 FM-10-3 Grants--Individual	
	21	FM-10-3 " " HF-3-7 Health Facilities--Hospitals, General-- Fallston Hospital	
	22	HF-3-8 Franklin Square Hospital HF 3-24 South Baltimore Hospital	
	23	HF 3-25 Suburban Hospital HF 6-3 Health Facilities--Mental Hospitals-- Crownsville	
	24	HF-6-3 Crownsville HF 6-8 Spring Grove	

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)

OFFICE OF THE SECRETARY (OS:CRU)

HMH

Signature

Title

2. Building and Room

3. Phone

Conor Bldg.
Room 510

383-6336

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

40

7. Records
Location
(Center)8. Box
Numbers9. Description of Records
With Inclusive Dates10. Disposal Authority
(Schedule and Item No.)

25

HF-6-8 Spring Grove
HF-7-4 Health Facility--Mental Retardation--
Rosewood

26

HF-7-4 Rosewood
HF 12-6 Nursing Homes--Bay Manor Nursing Home

27

HF 12-7 Nursing Homes
Belair Convalesarium (Gould Nursing
Home)

28

HS-4 Community Services--Health Services
HS-5 Dental Services
HS-14 Medical Services

29 H

HS-14 Medical Services
LL-3 Legislation (Legal)

30

LL-3-1 Federal Laws
LL-3-2 State Laws

31

LL-3-2 State Laws
LL-5 Litigation

32

LL-5 Litigation
LL-9 Regulations

33

PE Personnel--Conduct and Suitability

34 P

PE 3-3 Promotion and Reassignment
PE 9-2 Personnel Counseling

35

PE 9-3 Personnel--Employee Organizations &
Activities
PE 10 Position Classification

36

PE 10 Position Classification
PE 5-1 (Misplaced) Gordon and Kirkland

(Use plain unlined paper for continuation pages)

- 37 PM-1 Communicable Diseases
 PR-1-1 Public Relations--Correspondence--Best Wishes
- 38 PR 1-2 Congratulation Letters
 PR-6 Press Clippings
- 39 PR-7 Publications
 SS-10 Telephone
- 40 SS-10 Real Property Management
 TG-6 Training
- 41 TG-7 Training
 Records Requested by State Police for their Investigation

Part 3 - FILES MANAGEMENT

OS

ACTION AND ADVISORY GROUPS - AA

Use this classification for materials relating to boards, commissions, committees; councils, conferences, formally established advisory and work groups, and staff meetings. Records relating to membership, functions, agenda for meeting, minutes of meetings, activities, recommendations and actions, and reports will be maintained as appropriate for each. Materials relating to the licenses, certificates, and registrations issued by any board are filed under the proper subject classification.

- AA-1 ADVISORY AND WORK GROUPS
- AA-2 BOARDS
- AA-3 COMMISSIONS
- AA-4 COMMITTEES
- AA-5 COUNCILS
- AA-6 CONFERENCES
- AA-7 STAFF MEETINGS

Part 3 - FILES MANAGEMENT

OS

ADMINISTRATION AND MANAGEMENT - AM

Use this classification for materials relating to the administration and management activities of the Department. Materials relating to a specific case hearing or appeal are filed in the case folder under the proper subject classification, for example: a sewerage permit appeal is filed under EH-8.

AM-1 ADMINISTRATIVE CLAIMS

Includes state claims against employees for loss or damage to State property and employee claims for damage or loss of personal property incident to his employment.

AM-2 DELEGATIONS OF AUTHORITY

AM-3 DIRECTIVES MANAGEMENT

Includes materials concerning scope, format, forms of issuance, processing, and maintenance of directives on all policy and procedure.

3-1 Historical File

Covers the printed official record copy of policy and procedural issuances.

AM-4 INVESTIGATIONS

Covers investigations concerning Department program and administrative areas to determine that there have been no violations of laws and regulations including fraud.

For routine inspections, see the proper subject classification.

AM-5 MANAGEMENT AUDITS

AM-6 MANAGEMENT PROJECTS

Covers management studies and surveys, including appraisal of department organizations and programs, cost reduction, performance and work measurement, manpower utilization, management improvement.

AM-7 OFFICE MANAGEMENT

Covers materials relating to office management, such as: files establishment, maintenance, and disposition;

Part 3 - FILES MANAGEMENT

OS

Administration and Management - continued

records schedules; control of distributions; mailing lists; forms control and management; correspondence management, mail management, reports management.

For mail and messenger services, see: Services, SS.

AM-8 ORGANIZATION

Includes organizational studies, plans, charts.

AM-9 PLANNING

9-1 Emergency Planning

Covers planning for continuation of Department administration in case of natural or man-made disasters. For emergency health plans, see: PM-4.

9-2 Long-range Planning

Includes background materials, methodology, and projects.

9-3 Operational Planning

Current plans for meeting Department (and administration) objectives. Includes projects, evaluation and reporting.

AM-10 REPORTS

10-1 Annual

Includes DHMH annual report.

10-2 Monthly

Includes activity and workload reports.

AM-11 STATISTICS

Covers collection, tabulation, analysis of data relevant to the administration and planning for health and health related services and programs.

11-1 Vital Records

Covers collection and maintenance of registration of births, deaths, marriages, divorces, adoption and legitimation, and issuing of certificates relating to these records.

11-2 Population

Includes estimates and projections.

Part 3 - FILES MANAGEMENT

OS

CHILDREN AND ADOLESCENTS - CA

Use this classification for materials relating to the prevention, control and treatment of delinquency of children and adolescents including care, counseling, certification, and supervision. For crippled children services, see: Preventive Medicine. For children's health and care, see: Health Services.

CA-1	AFTER-CARE SERVICES	Supervision and counselling of youngsters after their release from an institution.
CA-2	CERTIFICATION SERVICES	Certifies for operation private and public institutions, organizations, and agencies which deal with the Department in area of juvenile delinquency.
CA-3	COURT COUNSELLING STAFF SERVICE	Supervises the counselling staff to all juvenile courts.
CA-4	PROBATION SERVICES	Supervision of youngsters who are adjudicated delinquent but are not institutionalized.
CA-5	SHORT-TERM DETENTION FACILITIES	Supervises State centers maintained for short-term detention and study of children judged delinquent by courts.
CA-6	REHABILITATION FACILITIES	Supervises State forestry camps for delinquent boys.
CA-7	TRAINING SCHOOLS	Supervises State training schools for boys and girls.

Part 3 - FILES MANAGEMENT

OS

ENVIRONMENTAL HEALTH - EH

Use this classification for materials that relate to providing protection to the public from environmental hazards and nuisances associated with drinking water, food, drugs, sewage, solid wastes, hazardous substances, radiation, recreational, residential and camp facilities and the atmosphere. Environmental control and consumer protection programs carried on through inspection, investigation, and issuing of licenses, permits, and certifications. For training of Department personnel, see: Training-TG. For consumer education, see: Health Services-HS.

- | | | |
|------|--------------------|--|
| EH-1 | AIR QUALITY | Includes air monitoring, enforcement. |
| EH-2 | DAIRY PRODUCTS | Includes production, processing, distribution and transportation of milk; manufacture and handling of milk products such as frozen desserts, butter, cottage cheese. Licensing, permits, certification, and investigations. |
| EH-3 | FOOD | Includes transportation of food products, food processing and storage practices, eating and drinking establishments, safety of shellfish products. Licensing, permits, certification, and inspecting related to food products. |
| EH-4 | GENERAL SANITATION | Includes residential and recreational sanitation, housing hygiene, insect and rodent control, camps including those for migratory workers, bedding and upholstery, swimming pools, and permits issued and any inspections made relating to these and other general sanitation matters. |
- For matters relating to the manufacture and outlets of bedding and upholstery, see: EH-5 Product Safety.

Part 3 - FILES MANAGEMENT

OS

Environmental Health - continued

EH-5 PRODUCT SAFETY

Includes safety of: bedding and upholstery, clothing, toys, appliances, machinery and tools, home furnishings. Also inspection and licensing of manufacturers and outlets of bedding and upholstery for quality and cleanliness of materials.

EH-6 RADIOLOGICAL HEALTH

Includes radiation exposure control, licensing and inspection of users of radioactive materials and exposure to radioactive materials.

EH-7 SOLID WASTES

Includes engineering practices relating to solid wastes, refuse disposal permits, inspections, and investigations.

EH-8 WATER AND SEWAGE

Includes safe water supply, coordination of planning and construction of sewage treatment facilities and disposal plants, abatement of wastewater pollution. Permits, inspections, and investigations.

For fluoridation of public water supplies, see: PM-2 Dental Health.

For training of sewage plant personnel, see: TG-4 Program.

Part 3 - FILES MANAGEMENT

OS

HEALTH FACILITIES - HF

Use this classification for materials relating to public and private health facilities that provide care on an in-patient and/or out-patient basis including management, operation, inspection, licensing and certification, and the forcing of closure after failing to gain compliance to laws and regulations. Includes inspection and certification required for Medicare under Title XVIII and for Medicaid under Title XIX of the Social Security Act. For non-health juvenile facilities, see: Children and Adolescents - CA. For investigations, see: Administration and Management - AM-4.

- | | | |
|-------|--|--|
| HF-1 | DOMICILIARY CARE HOMES | Residents for those who are able to get around without aid and can wait on themselves. |
| HF-2 | DRUG ADDICTION FACILITIES | Covers treatment centers and rehabilitation facilities. |
| HF-3 | HOSPITALS - ACUTE GENERAL | |
| HF-4 | HOSPITALS - CHRONIC SICK | |
| HF-5 | HOSPITALS - EMOTIONALLY DISTURBED <i>MENTALLY ILL</i> | Covers only hospitals for emotionally disturbed children and/or adolescents. |
| HF-6 | HOSPITALS - MENTALLY ILL <i>MENTALLY RETARDED</i> | |
| HF-7 | <i>HF-7 - MENTALLY ILL</i> | |
| HF-8 | HOSPITALS - PENAL INSTITUTIONS | |
| HF-9 | HOSPITALS - TUBERCULOSIS | |
| HF-10 | INTERMEDIATE CARE FACILITIES - TYPE A (ICF-A) | Type A residential facilities for patients who need licensed personnel supervision no more than 8 hours per day for an extended period. |
| HF-11 | INTERMEDIATE CARE FACILITIES - TYPE B (ICF-B) | Type B residential facilities for patients who need those services which an individual would normally perform for himself but for which he is personally dependent on others because of advanced age, infirmity or physical or mental limitations. |

Part 3 - FILES MANAGEMENT

OS

FINANCIAL MANAGEMENT - FM

Use this classification for materials on financial matters, such as: budget, collections, contracts, grants, disbursements, and reimbursements.

- | | | |
|--------|----------------------------------|--|
| FM-1 | BANK DEPOSITS | |
| FM-2 | BONDED EMPLOYEES | Includes agent cashiers. |
| FM-3 | BUDGET EXECUTION | Includes allotments, apportionments, limitations, and financial operation plans. |
| FM-4 | BUDGET PREPARATION | |
| FM-5 | BUDGET PRESENTATION | Includes Submittal to Dept. of Budget, hearings, approval. |
| FM-6 | COLLECTIONS AND REIMBURSEMENTS | Includes payment for patients in State facilities (including determination of ability to pay), and reimbursements under Medicaid.

For processing of individual bills under medical assistance programs, see: MA-3 Invoice Processing. |
| FM-7 | CONTRACTS | |
| FM-8 | COST ESTIMATES | |
| 8-1 | Administrative Proposals | Includes estimated cost of changes in organization, procedures, policies. |
| 8-2 | Cost Analyses | Special analyses of the cost of a specific activity. |
| FM-8-3 | Legislative Proposals | |
| FM-9 | DISBURSEMENTS | |
| FM-10 | GRANTS, SUBSIDIES, CONTRIBUTIONS | Includes gifts and bequests. |
| 10-1 | Grant Applications | |
| 10-2 | Grant Proposals | |

Part 3 - FILES MANAGEMENT

OS

Financial Management - continued

FM-10-3 Individual Grants

Includes cancellation.

10-4 Summary - monthly

10-5 Summary - yearly

FM-11 HISTORICAL DIGESTS

Includes workload data, production rates, manpower, and money as presented in previous budget submissions.

FM-12 PAYROLL

Includes beneficiary designation, bonds and other employee designated distributions, compensatory overtime, adjustments, time and attendance reports, and tax withholding.

~~For~~ pay administration related to determining salaries, fees, allowances, etc., see: PE-7.

FM-13 VOUCHERS

Examination and payment.

Part 3 - FILES MANAGEMENT

OS

Health Facilities - continued

HF-1~~2~~ INTERMEDIATE CARE FACILITIES -
TYPE C (ICF-C)

Type C residential facilities for acutely intoxicated who are referred by hospital to which facility is usually connected for a period of 14 days.

HF-1~~3~~ INTERMEDIATE CARE FACILITIES -
TYPE D (ICF-D)

Type D residential rehabilitation facilities for those alcoholics who will benefit from supervised treatment.

HF-1~~4~~ MENTAL RETARDATION GROUP HOMESHF-1~~5~~ NURSING HOMES - EXTENDED CARE
(SNF)

Skilled nursing facilities. Residential facilities for patients who need licensed personnel supervision 24 hours per day.

HF-1~~6~~ TREATMENT CENTERS

Treatment centers for the emotionally disturbed.

1~~6~~-1 Residential Treatment Centers1~~6~~-2 Day Care Treatment Centers

Part 3 - FILES MANAGEMENT

OS

HEALTH AND MEDICAL SERVICES - HS

Use this classification for materials relating to health and medical services provided by public and private organizations for the prevention, control, and treatment of physical and mental health problems and conditions. Includes certification, registration, and/or licensing of personnel, drugs, and services; inspection; and review and approval of fees and charges. For juvenile services, see: Children and Adolescents - CA. For medical assistance administration, see: Medical Assistance - MA.

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| HS-1 | APPLIANCES AND PROSTHESES | Includes purchase for individual. |
| HS-2 | BLOOD BANKS | Covers hospital and independent blood banks. |
| HS-3 | CLINICAL LABORATORIES | Covers public and private clinical laboratories. |
| HS-4 | COMMUNITY SERVICES | Covers services by public and private organizations for pre-admission evaluation, pre-discharge evaluation, day care for elderly, home care services, and other services to the aging. Includes services to those under medical assistance programs. |
| HS-5 | DENTAL SERVICES | |
| HS-6 | DIAGNOSTIC AND ADVISORY SERVICES | Includes diagnosis and evaluation of crippled children. |
| HS-7 | DRUG ABUSE SERVICES | For training of Department employees, see: TG-4. |
| 7-1 | Consultative Services | |
| 7-2 | Communication Education Services | |
| HS-8 | DRUG AND MEDICAL SUPPLY SERVICES | Includes distribution of drugs and narcotics, manufacturing and dispensing of drug compounds. Also includes furnishing drugs and medical supplies to indigent and medically indigent. |

Part 3 - FILES MANAGEMENT

OS

Health and Medical Services - continued

HS-9 EMERGENCY MEDICAL SERVICES

HS-10 HEALTH CLINICS

Covers services by special health clinics in local health departments.

HS-11 HEALTH EDUCATION SERVICES

Such as those on hearing and speech.

HS-12 HOSPITAL IN-PATIENT SERVICES

HS-13 HOSPITAL OUT-PATIENT SERVICES

HS-14 MEDICAL SERVICES

Includes services for chronically and mentally ill, mentally retarded, tuberculosis, narcotic addiction, hereditary conditions.

HS-15 MEDICALLY RELATED SERVICES

Includes special treatment, optometric and ambulance services.

HS-16 NURSING SERVICES

HS-17 NUTRITION SERVICES

HS-18 OCCUPATIONAL HEALTH

HS-19 OCCUPATIONAL THERAPY

HS-20 PHYSICAL THERAPY

HS-21 PHYSICIAN SERVICES

Includes fees for services.

HS-22 POST MORTEM SERVICES

HS-23 SOCIAL SERVICES

Part 3 - FILES MANAGEMENT

OS

LEGAL AND LEGISLATIVE MATTERS - LL

Use this classification for materials relating to laws, regulations, litigation, proposed legislation, executive orders, and legislative studies and investigations of interest to the Department.

LL-1	EXECUTIVE ORDER	Includes executive orders issued at all levels of government.
LL-2	LAWS	Includes Federal and State laws.
LL-3	LEGISLATION	Includes hearings on legislation and meetings with legislative committees concerning legislation.
3-1	Federal	
3-2	State	
LL-4	LEGISLATIVE STUDIES AND INVESTIGATIONS	
LL-5	LITIGATION	
LL-6	ORDINANCES	Of local governments of interest to the Department.
LL-7	PUBLIC NOTICES	Covers notices concerning Department activities required by law or regulation.
LL-8	REGULATIONS	Includes regulations issued at all levels of government.

Part 3 - FILES MANAGEMENT

OS

MEDICAL ASSISTANCE - MA

Use this classification for materials relating to the administration of the medical assistant programs under the Social Security Act. For materials relating to facilities, see: Health Facilities. For materials relating to services, see Health Services. For investigations of possible fraud, see: Administration and Management.

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| MA-1 | DEDUCTIBLES AND COST SHARING | Covers deductibles and cost sharing under Title XVIII, Parts A and B, of the Social Security Act to extent that the State medical assistance program covers particular item of care. |
| MA-2 | ELIGIBILITY | Covers initial and continuing eligibility including identification, paid bills and microfilm record, Medicare B buy-in. |
| MA-3 | INVOICE PROCESSING | |
| MA-4 | MEDICAL CARE AUDIT | |
| MA-5 | MEDICAL REVIEW | |
| MA-6 | PREMIUMS | Covers premiums paid under Part B of Title XVIII of the Social Security Act. |
| MA-7 | PROVIDER MASTER FILE | File of everyone who receives payment for medical assistance services from DHMH. |
| MA-8 | PROVIDER RELATIONS | |
| MA-9 | UTILIZATION REVIEW | |

Part 3 - FILES MANAGEMENT

OS

PERSONNEL - PE

Use this classification for material pertaining to all phases of personnel administration.

PE-1 ABSENCE AND LEAVE

PE-2 CONDUCT AND SUITABILITY Includes conflict of interest.

PE-3 EMPLOYMENT

3-1 Applications

3-2 Appointments

3-3 Promotion and Reassignment

PE-4 HOURS OF DUTY, OVERTIME Includes holidays.

PE-5 INDIVIDUAL EMPLOYEE PERSONNEL
RECORD

PE-6 INSURANCE AND ANNUITIES

6-1 Health Insurance

6-2 Injury or Death Compensation

6-3 Retirement

6-4 Social Security Coverage

PE-7 PAY ADMINISTRATION For materials relating to payrolling functions, see: FM-12.

7-1 Allowances and Differentials

7-2 Salary Schedules

7-3 Setting Salaries and Fees

PE-8 PERFORMANCE EVALUATION Includes efficiency ratings.

Part 3 - FILES MANAGEMENT

OS

Personnel - continued

PE-9 PERSONNEL RELATIONS

9-1 Commendation, Sympathy

9-2 Counseling

9-3 Employee Organizations and Activities Unions not included, shown below.

9-4 Equal Opportunity

9-5 Fund Drives

9-6 Grievances, Appeals

9-7 Incentives

9-8 Unions

PE-10 POSITION CLASSIFICATION

Includes allocation of positions
and position descriptions.

Part 3 - FILES MANAGEMENT

OS

PREVENTIVE MEDICINE - PM

Use this classification for materials relating to preventive medicine programs usually carried on by local public or private agencies and organizations in areas, such as: communicable diseases, dental health, disease screening for handicapping conditions or potentially handicapping conditions, maternal and child health, nutrition and veterinary medicine. Includes consultation, control, inspection, investigation, and licensing related to these areas. For training concerning these activities, see Training.

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| PM-1 | COMMUNICABLE DISEASES | Control of acute communicable diseases, venereal disease control, immunization against infectious diseases, epidemiological studies of communicable diseases. |
| PM-2 | DENTAL HEALTH | Includes fluoridation of public water supplies. |
| PM-3 | DISEASE DETECTION AND CONTROL | For diagnosis, consultation, and care projects carried on by local public and private agencies or organizations, see: Health Services - HS. |
| PM-4 | EMERGENCY HEALTH | Includes preparation for natural and man-made disasters.

For medical self-help training, see: TG-4. |
| PM-5 | MATERNAL AND CHILD HEALTH | Prenatal, postnatal, preschool and school programs, family planning. |
| PM-6 | NUTRITION | |
| PM-7 | VETERINARY MEDICINE | Includes prevention and control of animal diseases, immunization of animals against diseases, animal and bird control, disposal of dead animals, and licensing and inspection of kennels and pet shops. |

Part 3 - FILES MANAGEMENT

OS

PUBLIC RELATIONS - PR

Use this classification for materials relating to public relation activities including general correspondence and inquiries, displays, radio and television programs, personal appearances, news releases and publications issued by the Department, and press clippings concerning subjects of interest to the Department.

PR-1 CORRESPONDENCE AND INQUIRIES

PR-2 DISPLAYS

PR-3 NEWS RELEASES

PR-4 PRESS CLIPPINGS

PR-5 PUBLICATIONS

PR-6 RADIO

PR-7 TELEVISION

Part 3 - FILES MANAGEMENT

OS

SERVICES - SS

Use this classification for materials relating to services, such as: data processing, printing and reproduction, equipment and supplies, laundry and dry cleaning, library, parking, mail and messenger, employee communications and health, real property management, telephone transportation and travel.

SS-1 DATA PROCESSING

SS-2 EMPLOYEE COMMUNICATIONS

2-1 Bulletin Boards

2-2 Informational Memoranda

2-3 DHMH Newsletter

SS-3 EMPLOYEE HEALTH SERVICES

SS-4 EQUIPMENT AND SUPPLIES

4-1 Inventory

4-2 Purchasing

4-3 Requisitions

4-4 Storekeeping

SS-5 LAUNDRY AND DRY CLEANING

SS-6 LIBRARY SERVICES

SS-7 MAIL AND MESSENGER SERVICES

SS-8 PARKING

SS-9 PRINTING AND REPRODUCTION

SS-10 TELEPHONE

Part 3 - FILES MANAGEMENT

OS

Services - continued

SS-11 REAL PROPERTY MANAGEMENT

- 11-1 Acquisition Includes leasing.
- 11-2 Building Management
 - 11-2-1 Cleaning
 - 11-2-2 Floor Directory
 - 11-2-3 Groundskeeping
 - 11-2-4 Maintenance, Repair, Alterations
 - 11-2-5 Safety, Security Includes employee identification, and fire drills.
- 11-3 Space Management
 - 11-3-1 Assignment
 - 11-3-2 Layout

SS-12 TRANSPORTATION AND TRAVEL

- 12-1 Accidents
- 12-2 Carpooling
- 12-3 Maps and Directions
- 12-4 State Vehicles
 - 12-4-1 Assignment Includes permit to drive.
 - 12-4-2 Insurance
- 12-5 Travel Allowances Includes lodging, meals, car, transportation.
- 12-6 Travel Authorizations Official or employee travel to conferences or meetings.

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S-11

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DHMH Cases

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