

RECORDS RETENTION AND DISPOSAL SCHEDULE

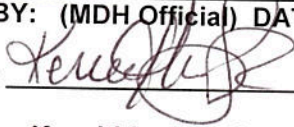
**MARYLAND DEPARTMENT OF HEALTH
Office of Equal Opportunity Programs (OEO)**


This schedule supersedes schedule #2422, 2334 and 2334A1.

Item #	Description of Records Series	Authorized Retention Period & Instructions
1	Equal Employment Opportunity (EEO) files: <ul style="list-style-type: none"> EEO complaints EEO charges 	1 Retain complaints and charges in office for three (3) years after final disposition (closing) of charge or action. Transfer to the State Records Center for an additional five (5) years, then destroy.
2	OEO Program Administration files: <ul style="list-style-type: none"> Annual EEO report Employment and Personnel reports Statistics, and other source information 	2 Retain all material until Annual EEO report is disseminated by the DBM Office of the Statewide Equal Employment Opportunity Coordinator, then screen and discard all supporting documentation. Retain two copies of the Annual EEO report for seven years after dissemination, then destroy one and transfer the other to the Maryland State Archives.
3	OEO Applicant Data Forms (ADF): <ul style="list-style-type: none"> Local Health Department = Red Folder MDH Headquarters = Blue Folder Facilities = Yellow Folder 	3 Retain ADFs in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.

Equal Access Compliance Unit (EACU)

4	EACU Limited English Proficiency (LEP) files: <ul style="list-style-type: none"> LEP complaints 	4 Retain LEP complaint files in office for three (3) years after final disposition (closing) of charge or action. Transfer to the State Records Center for an additional five (5) additional years, then destroy.
5	EACU Program Administration files: <ul style="list-style-type: none"> LEP files LEP correspondence LEP reports 	5 Retain LEP Files in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.
6	EACU Americans with Disabilities Act (ADA) files: <ul style="list-style-type: none"> ADA complaints ADA Reasonable Accommodations 	6 Retain closed ADA complaint and reasonable accommodation files in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.
7	EACU Program Administration files: <ul style="list-style-type: none"> ADA files ADA correspondence ADA reports 	7 Retain ADA files in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.
8	EACU Compliance files: <ul style="list-style-type: none"> Title VI and ADA Compliance Reviews and Desk Audits of programs and facilities, including recipients and sub-recipients of federal funds. 	8 Retain compliance reviews and audit files in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.

APPROVED BY: (MDH Official) DATE: 3/6/18
 SIGNATURE: 
 NAME/TITLE: Keneithia J. Taylor, Executive Director
 Office of Equal Opportunity Programs

AUTHORIZED BY: (ARCHIVES) DATE:
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 NAME/TITLE: Timothy D. Baker, STATE ARCHIVIST