

## RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE  
**Maryland Board of Physicians**

SUPERCEDES SCHEDULES NOS. 1900, 1437, 645, 645-A-1 AND 674

Effective October 1, 2003, the Maryland Board of Physicians replaced the Board of Physician Quality Assurance

Item	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1	<b>Licensure Files:</b> 1a. Includes applications for licensure, reinstatement, permits, inactive, name changes and exemption or exceptions that may contain correspondence, education history, examinations, transcripts, photos, disciplinary or adverse action forms from national or federal databanks, licenses, renewals, primary source verifications, correspondence and other data. 1b. All practitioner delegation agreements, evaluation and treatment protocols, including supporting documentation, correspondence and Board letters.  1c. Replacement license applications and related data, corporate name authorization applications, and applications for registration.	1a. Scan within 12 months according to State Archives standards and retain electronic files and original for 100 years, then destroy.  1b. Scan within 12 months according to State Archives standards and retain electronic files and original for 100 years, then destroy.  1c. Scan to Maryland State Archives standards, and retain paper originals for three (3) months from date of scan creation, then destroy. Retain scans for five (5) years, then destroy.
2	<b>Meeting Minutes/Agendas Files:</b> 2. Files may include Board or committee meeting minutes and agendas which may contain investigative reports, hearings, policies and actions by the Board. Audio recordings retained until minutes or transcripts are completed. Closed minutes are confidential under Health Occupations §14-411.	2. Retain Permanently. Scan according to State Archives standards and transfer electronic files to State Archives every five (5) years. Destroy originals after scanning.
3	<b>Communications/Training Files:</b> 3a. Includes training files and related records of Board members or staff. Controlled and general correspondence from practitioners or outside agencies and institutions including public information act requests. Records and reports pertaining to general business of the Board.  3b. Board's newsletter	3a. Retain for 2 years at the Board's office, then scan to Maryland State Archives standards, and then retain paper originals for three (3) months from date of scan creation, then destroy. Retain scans for four (4) years after paper original creation, then destroy.  3b. Retain Permanently. Scan into pdf. version and transfer every 3 years to the State Archives.
4	<b>IT/Database Records:</b> 4. Includes Board database backup files, website services and related data and data from online applications. Automated files in the Board database contain information from investigations of practitioners. All stored on server.	4. Database backup performed nightly. All webservices and Board database information are a Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
5	<b>Complaints &amp; Disciplinary Files:</b> 5a. Including public and nonpublic orders, advisory letters, and sexual misconduct files.  5b. Closed investigative/probation files, confidential and non-confidential agreements, dispositions.  5c. Patient Medical Records	5a. Scan according to State Archives standards and retain electronic files and original documents for 100 years, then destroy.  5b. Scan to Maryland State Archives standards, and retain paper originals for three (3) months from date of scan creation, then destroy. Retain scans for five (5) years, then destroy.  5c. Retain three (3) months and then destroy.

APPROVED BY: (DHMH Official) DATE: 01/07/2016

SIGNATURE: *Christine A. Farrelly*  
NAME/TITLE: CHRISTINE A. FARRELLY, EXECUTIVE DIRECTORMBP SIGNATURE: *Christine A. Farrelly*

AUTHORIZED BY: (MD STATE ARCHIVES) DATE: 3-30-16

SIGNATURE: \_\_\_\_\_  
NAME/TITLE: TIMOTHY D. BAKER, ACTING STATE ARCHIVISTSIGNATURE: *Timothy D. Baker*



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## Maryland Board of Physicians

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6	<p><b>Fiscal &amp; Procurement Files:</b></p> <p>6a. Files include contracts, expense records and reports, credit card statements and reconciliations, lockbox statements and related documents. Revenue and Detail Cost of Expenditures reports and ledgers.</p> <p>6b. Files of annual budgets, projections and findings from legislative audits.</p>	<p>6a. Scan to Maryland State Archives standards, and retain paper originals for three (3) months from date of scan creation, then destroy. Retain scans for five (5) years, then destroy.</p> <p>6b. Scan to Maryland State Archives standards, and retain paper originals for three (3) months from date of creation, then destroy. Retain scans for ten (10) years, then destroy.</p>
7	<p><b>Applications for Licensure:</b></p> <p>7a. Closed, withdrawn, ineligible and incomplete files.</p> <p>7b. Unmatched licensure credentials.</p>	<p>7a. Retain for one (1) year, then destroy.</p> <p>7b. Retain for one (1) year, then destroy.</p>
8	<p><b>Ledgers/Licensee Registers:</b></p> <p>8a. Medical registers contain historical examination and licensing data of applicants licensed by the Board.</p> <p>8b. Summary Record of Results on Medical Exam books contain historical information of Maryland medical board test examination results of applicants licensed by the Board.</p> <p>8c. Federal Licensing Examination (FLEX) reports are computer printouts containing list of doctors taking the FLEX exam given by the Board of Physicians.</p>	<p>8a &amp; 8b. Retain Permanently. Transfer every five (5) years to State Archives.</p> <p>8c. Retain for one (1) year, then destroy.</p>
9	<p><b>Legislative:</b></p> <p>9. Files may contain advice and opinions from AG's office, advisory opinions of the Board, Joint Chairmen reports, annual reports, policy and legislative reports, legislative history and declaratory rulings.</p>	<p>9. Retain Permanently. Scan according to State Archives standards and transfer electronic files and original documents to State Archives every five (5) years.</p>
10	<p><b>Business Files:</b></p> <p>10a. Board member appointment files and related information.</p> <p>10b. Legal documents related to Board litigation.</p>	<p>10a. Retain for six (6) years, then destroy.</p> <p>10b. Retain for five (5) years, then destroy.</p>
11	<p><b>Miscellaneous Files:</b></p> <p>11a. Miscellaneous non-permanent records (ex. Six-month reports from hospitals, routine correspondence, outdated reports, misc. correspondence, etc.)</p> <p>11b. Continuing medical education and continuing education documentation.</p> <p>11c. Records that have another agency or unit as custodian (Board personnel records, HCAO claims, NPDB reports, FSMB reports, legislative documents such as proposed legislation, letters of support or opposition, etc.).</p>	<p>11a. Retain for one (1) year, then destroy if no longer needed.</p> <p>11b. Retain for three (3) years, then destroy if no longer needed.</p> <p>11c. Destroy once documents are no longer necessary to Board operations.</p>