

## RECORDS RETENTION AND DISPOSAL SCHEDULE

## DEPARTMENT OF HEALTH &amp; MENTAL HYGIENE

## Division of Drug Control

This Schedule Supersedes Schedules 949 &amp; 949b

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1.	<p><b>CONTROLLED DANGEROUS SUBSTANCES REGISTRATION</b></p> <p>Application and Permit (copy) pertaining to doctors, dentists, veterinarians, nurses, pharmacies, nursing homes, wholesalers, manufacturers, and distributors of drug products. The permit is renewable (every other year), every 2 years. The permit is Form DHMH-1237 and is audited. Permits are filed alphabetically by name.</p>	Retain for three (3) years in office, or until audited, whichever is later, than destroy by shredding.
2.	<p><b>PHARMACY INSPECTIONS REPORTS</b></p> <p>Inspection Report Form, Routine Inspection Report Form, Opening, Closing, Long Term Care and Assisted Living Facilities.</p>	Retain for five (5) years in office, then destroy by shredding
3.	<p><b>MEMORANDUM AND CORRESPONDENCE</b></p> <p>General correspondence sent to and from outside organizations and individuals.</p>	Retain for three (3) years in office, <sup>then</sup> screen annually then destroy materials by shredding that are no longer needed for current business with the following exception: All materials that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value, which are to be transferred to the Maryland State Archive for permanent retention.
4.	<p><b>AUDIT INSPECTION FORM FOR THE METHADONE PROGRAM</b></p> <p>Closing Inventory or Audit Inspection Form</p>	Retain for five (5) years in office, then destroy by shredding.

APPROVED BY: (DHMH Official)

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE: 10/12/11

DATE: 11/29/2011

SIGNATURE: SIGNATURE: 

NAME/TITLE: Robert A. Myers, Ph.D., Director

NAME/TITLE: EDWARD C PAPENFUSE, JR., STATE ARCHIVIST

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5.	<p><b>COMSUMER COMPLAINTS</b></p> <p>Complaints by outside individuals pertaining to questionable drug practices will be investigated by this office, DDC.</p>	<p>Retain for five (5) years in office, <sup>then</sup> screen annually then destroy materials by shredding that are no longer needed for current business with the following exception: All materials that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value, which are to be transferred to the Maryland State Archive for permanent retention.</p>
6.	<p><b>DRUG LAWS</b></p> <p>Drug Laws and Regulations which are used in enforcement and regulatory actions.</p>	<p>Copy, photocopy, or scan; are considered "non-record" and may be destroyed when no longer needed by the office.</p>
7.	<p><b>SUPERVISOR'S PERSONNEL FILES</b></p> <p>These records include sign in/out sheets, timesheets, expense accounts, mileage reports, employee correspondence, PEP documentation, doctor's notes, and other papers used by the supervisor. The files are in alphabetical order by name. (This is not the "official" personnel file, which is maintained in the Personnel Services Administration or Personnel Office)</p>	<p>Screen periodically, removing outdated information. Retain until employee transfers or retires, then destroy by shredding.</p>
8.	<p><b>CONFIDENTIAL CORRESPONDENCE FILES</b></p> <p>The file series is confidential correspondence concerning the physicians, dentists, pharmacies, etc., pertaining to violations of drug laws and regulations. The files are in alphabetical order by name.</p>	<p>Retain for three (3) years in office, <sup>then</sup> screen annually then destroy materials by shredding that are no longer needed for current business with the following exception: All materials that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value, which are to be transferred to the Maryland State Archive for permanent retention.</p>



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9.	<p><b>BANK DEPOSIT SLIPS &amp; MONTHLY REVENUE VOUCHER SLIPS</b></p> <p>Reflects the monies deposited for Controlled Dangerous Substance registrations for a biennial period of time. Organize records by fiscal year.</p>	<p>Retain for three (3) years in office or until the audit requirements have been met, which ever comes later, and then destroy by shredding.</p>
10.	<p><b>Scanned and Electronic Documents (for items 1-9 on this schedule)</b></p>	<p><b>Non-Permanent Records:</b> Scan hardcopy and validate insuring 99% accuracy of 100 randomly reviewed records by a different individual (who scanned the record). Retain hardcopy for 120 days after verification, and then destroy by shredding. Retain electronic version and back-up copy according to schedule, and then destroy.</p> <p><b>Permanent Records:</b> Scan hardcopy and validate insuring 99% accuracy of 100 randomly reviewed records by a different individual (who scanned the record). Retain hardcopy for one (1) calendar and then transfer to State Archives. Retain electronic version and backup copy for ten (10) years and then transfer to State Archives.</p>