



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. 682

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Item No.	Description	Retention
5.	<p><u>DONATION INQUIRIES</u> File series contains letters requesting information or redonation of bodies, and other correspondence from citizens donating bodies.</p>	<p>Retain for three (3) years, then destroy.</p>
6.	<p><u>DIRECTORIES OF NURSING HOMES</u> Manuals of nursing homes contain name, personnel, physician, address, and phone.</p>	<p>Retain for three (3) years or until superseded.</p>
7.	<p><u>BODIES HANDLED FILES</u> File series contains autopsy reports; AB5-73 Unclaimed Bodies Disposition Form; AB4-73 Anatomical Specimens Form; reports and records of next of kin, comments, release letters, and certificate of death (photostat). Files are arranged chronologically by month.</p>	<p>Retain ten (10) years in office; transfer to a State Records Center for twenty (20) years, then destroy.</p>
8.	<p><u>GENERAL CORRESPONDENCE FILES</u> Correspondence with State officials, institutions and individuals relating to the business of the board. File includes monthly statistical reports, laws, and policy statements. File series is arranged alphabetically by subject.</p>	<p>Retain three (3) years, then destroy. Retain monthly statistical reports and policy statements permanently.</p>
9.	<p><u>LEGISLATION FILES</u> File series contains Maryland Senate and House Bills pertaining to the Anatomy Board law, board legislative proposals, articles and legislative reference files.</p>	<p>Nonrecord material. Destroy when no longer needed.</p>