

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Local Health Organization
Environmental Health

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>AIR QUALITY CONTROL SITE INFORMATION FILES</u> Air monitoring site files consist of:</p> <ul style="list-style-type: none"> a. National Air Monitoring Site Report b. Air Sampling Station Site Form c. Air Monitoring Location Survey d. Plats, correspondence, documents of site 	<p>Retain for fifteen (15) years - seven (7) years in office and eight (8) years in a State Records Center, then destroy; or cut off when station is discontinued and destroy after five (5) years.</p>
2.	<p><u>PREMISE FILES</u> Air Monitoring Premise files consist of:</p> <ul style="list-style-type: none"> a. Premise Inspection Checklist b. Permits to Operate c. Plats and Drawings d. Correspondence and Memos 	<p>Retain for twelve (12) year then destroy; or cut off and destroy when premise requisition is no longer required.</p>
3.	<p><u>MISCELLANEOUS PROJECT FILES</u> All technical reference material necessary for research on a project.</p>	<p>Nonrecord and may be destroyed when no longer necessary to the business of the division.</p>
4.	<p><u>GENERAL CORRESPONDENCE FILES</u> Correspondence with state and local officials pertaining to the business of the agency.</p>	<p>Retain for three (3) years then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12/18/80
Date

[Signature]
Signature

DIRECTOR,
LOCAL HEALTH
ADMINISTRATION
Title

2/10/81
Date

[Signature]
State Archivist

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5.	<p><u>REGISTRATION CARD FILES</u> This card file alphabetically references the Premise Files giving person to contact, registration number, date of periodic renewal of permit and progress notes.</p>	<p>Retain for duration of premise then cut off and destroy when premise requisition is no longer required.</p>
6.	<p><u>DATA REPORT FILES</u> Data summaries such as: a. Air Monitoring Summary b. Environmental Protection Agency Summaries</p>	<p>Retain for twenty (20) years; ten (10) years in office and ten (10) years in a State Records Center.</p>
7.	<p><u>COMPLAINTS - AQC</u> Air Quality Control Complaint Investigation Record and Observation of Visible Emissions are accompanied by telephone memoranda and correspondence. Lab samples are also included when necessary.</p>	<p>White copy is destroyed when case is closed. Retain yellow copy for three (3) years after closing, then destroy.</p>
8.	<p><u>COMPLAINT CONTROL LOG (Alpha and Numeric)</u> Logs contain complaint number, date, person making complaint, investigator location and nature.</p>	<p>Retain three (3) years after closing, then destroy.</p>
9.	<p><u>AIR QUALITY PROJECT FILES</u> Forms, correspondence, and notes concerning large ongoing projects such as fuel sampling, vapor recovery, open burning, and vehicle emissions.</p>	<p>Retain for three (3) years, then destroy.</p>
10.	<p><u>APPLICATION FOR USE OF OPEN FIRES</u> Applications include site inspections, property sketches, restrictions and signature of Health Officer. In unusual cases, an emergency order preventing burning will be issued.</p>	<p>Retain for one (1) year, then destroy.</p>
11.	<p><u>OPEN BURNING PERMITS LOG</u> This log is arranged by permit number and includes date issued, date expired, name, investigation, location, nature and purpose.</p>	<p>Retain for one (1) year, then destroy.</p>

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12.	<p><u>RESTAURANT AND FOOD SERVICE FACILITIES INSPECTION FILES</u></p> <p>Inspection files include:</p> <ul style="list-style-type: none"> a. Request for Liquor Licenses b. Water Sample Reports c. Frozen Desserts Inspection Reports d. Food Service Inspection Reports e. Observation Sheets f. Notice of Detention or Embargoes g. Correspondence, Equipment Specification h. Drawings and Plats Transferred From Item 13 	<p>Retain routine items for five (5) years, then destroy. Retain plans, special exception approvals for five (5) years after last entry, then destroy.</p>
13.	<p><u>NEW ESTABLISHMENT CONSTRUCTION FILES</u></p> <p>Applications for permits contain all of the following:</p> <ul style="list-style-type: none"> a. Layouts of Facilities, Plumbing and Drawings b. Equipment Specifications c. Requests for Occupancy Permits d. Correspondence, Inspections and Remarks 	<p>When permit is granted, files are transferred to files covered by Item 12. If permit is not issued within three (3) years, transfer to State Records Center for two (2) years, then destroy.</p>
14.	<p><u>WATER QUALITY CONTROL EMERGENCY FILES</u></p> <p>These files document sewage overflows and contain:</p> <ul style="list-style-type: none"> a. Stream Water Samples Reports b. Record of Discharges from Public and Private Sewage Facilities c. Data Sheets and Reports d. Correspondence and Further Inspections 	<p>Retain for ten (10) years; five (5) years in office and five (5) years in State Records Center, and then destroy.</p>
15.	<p><u>CAMP AND BEACH INSPECTION FILES</u></p> <p>The files contain:</p> <ul style="list-style-type: none"> a. Inspection Sheets b. Camp Facilities Inspection Sheets c. Water Samples and Chemical Analysis Reports d. Correspondence Reports 	<p>Retain for five (5) years, then destroy.</p>
16.	<p><u>RED CROSS SWIM WATER SAMPLES</u></p> <p>Public beaches have to submit weekly water samples.</p>	<p>Retain for three (3) years, then destroy.</p>

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17.	<p><u>COMPLAINT FILES</u></p> <p>The Complaint Form is a three part form having a work copy (white), a file copy (yellow), and a radio room copy (pink). The white and yellow copies are usually filed together after a case has been closed.</p> <p>When a violation has occurred, a First Notice and Order of Correction is sent. This is followed by a Final Notice and Order. If a hearing is necessary, a hearing cover sheet is included giving a chronology of legal action. All official correspondence and other notices are included.</p>	<p>Retain for three (3) years after closing, then destroy.</p>
18.	<p><u>FOODBORNE ILLNESS INVESTIGATION FILES</u></p> <p>a. Foodborne Poisoning Report (NCDC) b. Investigation of Foodborne Outbreak Report</p>	<p>Retain for ten (10) years; five (5) years in office and five (5) years in State Records Center, then destroy.</p>
19.	<p><u>SPECIAL FOOD SERVICE PERMIT FILES</u></p> <p>A one-time short lasting permit for a food service facility. Inspection and information for proper sanitation are included.</p>	<p>Retain for three (3) years, then destroy.</p>
20.	<p><u>SHELLFISH ESTABLISHMENT INSPECTION FILES</u></p> <p>These files document applications to obtain permits to operate shell fish establishments and contain the following inspections:</p> <p>a. Shucking Packages Plant Inspection Report b. Water Sample Reports c. Shellfish Handling Inspection Report d. Shellstock Shipper or Reshipper Inspection Report e. State Inspection of Establishment Report f. Bacteriological Examination of Oysters and Clams Reports g. Food Processing Plant Inspection Reports h. Maryland State Certifications (Tag No.)</p>	<p>Retain routine items for five (5) years, then destroy. Plans, special exceptions, approvals retain for five (5) years after last entry, then destroy.</p>

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21.	<p><u>VOLUNTARY DESTRUCTION AGREEMENT FILES</u></p> <p>The receipts for samples obtained to determine compliance with Maryland food laws and plans for voluntary embargoes.</p>	<p>Retain routine items five (5) years, then destroy. Plans, embargo files, litigation files, retain for five (5) years after last entry, then destroy.</p>
22.	<p><u>PUBLIC SCHOOLS - All File Items</u></p> <p>Inspection files include:</p> <ul style="list-style-type: none"> a. Drawings and plats b. Food service inspection reports c. Notice of detention d. Water sample reports e. Correspondence, equipment specifications f. Physical plant inspection reports 	<p>Retain for ten (10) years; five (5) years in office and five (5) years at State Records Center, then destroy.</p>
23.	<p><u>DAY CARE CENTER FILES/LICENSES AND INSPECTIONS</u></p> <p>Files which document licensing of day care centers contain:</p> <ul style="list-style-type: none"> 1. <u>Permanent Records:</u> <ul style="list-style-type: none"> a. Drawings and plats b. Request for preliminary inspection of a group day care center c. Evidence of compliance with applicable building, zoning, plumbing, gas and electric codes 2. <u>Annual Records:</u> <ul style="list-style-type: none"> a. Fire approval inspection report b. Application for group day care center license c. Copy of the group day care center license d. Licensing coordinator report e. Child and adult health report f. Nutrition report g. Child development report h. Environmental report i. Report of compliance with Workmen's Compensation Law j. Water sample report (if applicable) k. Notice of complaint or unfavorable comment against a licensed group day care center (if received) <p style="text-align: right;">(continued)</p>	<p>Retain permanent records(#1 - a thru c) for the duration of the center, then destroy.</p> <p>(See page 6 for retention of Annual Records)</p>

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	<ul style="list-style-type: none"> l. Copies of permissions and conditions for admission of children under two years old and admission of children requiring special care (if applicable) m. Group day care center personnel list n. Staffing pattern for child day care centers o. Correspondence with the center p. Continuation sheet indexing contacts with the center 	<p>Retain annual records (#2 - a thru p) for five (5) successive years preceding the current year for the duration of the center, then destroy.</p>
24.	<p><u>INSPECTIONS OF NURSING HOMES AND HOSPITALS</u></p> <p>The files document only Food Service Facilities and contain:</p> <ul style="list-style-type: none"> a. Food Service Permit Inspection b. Plans, drawings and plans for kitchens, nursing stations and laundry. 	<p>Retain for three (3) years, then destroy. Retain plans and drawings for duration of establishment, then destroy.</p>
25.	<p><u>INSPECTIONS OF NONPUBLIC SCHOOL FACILITIES</u></p> <p>This file documents the inspections of school lunch-rooms but may include buildings and grounds, classroom and sanitary facilities.</p>	<p>Retain for three (3) years, then destroy.</p>
26.	<p><u>INSPECTIONS OF GROUP HOMES AND OTHER MISCELLANEOUS FACILITIES</u></p> <p>Files include sanitation and safety inspections, food service facilities inspection, water samples and chemical analysis of all water.</p>	<p>Retain files for three (3) years, then destroy. Basic information about septic systems are retained for the duration of establishment and then destroyed.</p>
27.	<p><u>INSPECTIONS OF PRISON FOOD SERVICE FACILITIES</u></p> <p>Files include Food Service Inspection Form.</p>	<p>Retain for three (3) years, then destroy. Plans and drawings for sewers are retained for the duration of the establishment and then destroyed.</p>

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28.	<p><u>COMMUNITY DEVELOPMENT CODE ENFORCEMENT SURVEYS</u> HUD sponsored survey reports, notices of violations of both housing codes and planning and zoning ordinances, and complaint referrals, hearings, etc.</p>	Retain for seven (7) years, then destroy.
29.	<p><u>RABIES CLINIC FILES</u> File series covers rabies inoculations of dogs and cats. Forms include:</p> <ul style="list-style-type: none"> a. Rabies Vaccination Certificate b. Rabies Clinic Vaccination Tally Sheets c. Pay sheets for the veterinarian on duty. 	Retain county copies for one (1) year, then destroy.
30.	<p><u>RODENT CONTROL SURVEYS</u> Files include:</p> <ul style="list-style-type: none"> a. Rodent Survey Inspection Forms b. Educational Material c. Follow-up Studies d. Progress of Extirmination Reports 	Retain for ten (10) years, then destroy.
31.	<p><u>FUMIGATION RECORDS</u> Notice of sealed home, trailer or boat for fumigation purposes; also follow-up inspection report.</p>	Retain for two (2) years, then destroy.
32.	<p><u>MOBILE HOME PARK INSPECTION FILE</u> Inspections and complaints are documented by this file which contains:</p> <ul style="list-style-type: none"> a. Application for Trailer Park Permit b. State License to Operate a Mobile Home Park c. Mobile Home Park Inspection Sheet d. Complaint Form/1st Notice of Violations, Abatement Order and Final Notice 	Retain water samples, complaints correspondence, and forms for three (3) years and destroy. Plats and drawings are retained for life of facility, and then destroyed.
33.	<p><u>MULTIPLE DWELLING LICENSURE FILES</u> This file includes:</p> <ul style="list-style-type: none"> a. Application for a Multiple Dwelling License b. License to Operate Multiple Dwelling c. Multiple Dwelling Inspection Sheet d. Water samples e. Complaints, 1st Notice, Abatement, Final Notice f. Plats and drawings of sewer system 	Retain for four (4) years after license expires, then destroy. Plats and drawings pertaining to license are retained for life of structure, then destroyed.

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34.	<p><u>PSITTACINE BIRD PERMIT FILE</u></p> <p>Annual permits, inspection sheets, record of sales and psittacine questionnaires which are required before permit is granted. Files may include official notices revoking permit and legal proceedings.</p>	<p>Retain files for three (3) years after last entry, then destroy.</p>
35.	<p><u>DISPOSITION OF CONTROLLED DANGEROUS SUBSTANCES</u></p> <p>This file series documents destruction of narcotics. It contains schedules for narcotic destruction, newspaper clippings and some correspondence.</p>	<p>Retain file for three (3) years, then destroy after securing approval of the State's Attorney.</p>
36.	<p><u>PERCOLATION TEST FILES</u></p> <ul style="list-style-type: none"> a. Application for Enclosure to Permit Percolation Test b. Test Results and Health Department minimum recommendations c. Changes of Recommendations d. Certificate of Compliance e. Scale Drawing Request f. Well Pump Form 	<p>Retain for ten (10) years; five (5) years in office and five (5) years in a State Records Center, then destroy.</p>
37.	<p><u>COMMERCIAL FILES</u></p> <p>Along with percolation tests, engineer's plans for sewage and waste water are required. All percolation spot information, plans for drinking water and construction are included along with memos and correspondence.</p>	<p>Retain for ten (10) years; five (5) years in office and five (5) years in a State Records Center, then destroy.</p>
38.	<p><u>MAJOR SUBDIVISION FILES</u></p> <p>Required form for development of more than four lots of subdivided land. Long-term sewage plans for waste water and potable water are included. There are folded plats, drawings and correspondence.</p>	<p>Retain for twenty (20) years; five (5) years in office and fifteen (15) years in a State Records Center, then destroy.</p>
39.	<p><u>WASTE DISPOSAL FACILITIES FILES</u></p> <p>Included in this file series are:</p> <ul style="list-style-type: none"> a. Chemical Analysis of Streams and Waste Waters b. Bacteriological Examination of Streams and Waste Waters c. Sanitary Landfill Inspection Form d. Scavenger Dumping Report 	<p>Retain for three (3) years, then destroy.</p>

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40.	<p><u>WATER SUPPLY AND TESTING FILES</u></p> <p>This file series contains:</p> <ul style="list-style-type: none">a. Bacteriological Drinking Water Reportb. Report of Drinking Water Analysisc. Well Water Analysis Requestd. Field Record of Bacteriological Drinking Watere. Drinking Water Laboratory Test Results Computerizedf. State of Maryland Well Completion Reportg. Memos and Correspondence	Retain for three (3) years, then destroy.
41.	<p><u>SWIMMING POOL FILES</u></p> <p>Among the forms regulating use of swimming pools are the following:</p> <ul style="list-style-type: none">a. Licensing and Inspection Formsb. Application for Permit to Operate a Public Swimming Poolc. Application for Public Swimming Pool Operator and Lifeguardd. Public Swimming Pool Closure Forme. Specification Sheet and Followup Inspectionf. Swimming Pool Weekly Operating Recordg. Various Licenses and Permitsh. Bacteriological Report on Swimming Water	Retain for three (3) years, then destroy.