

## RECORDS RETENTION AND DISPOSAL SCHEDULE

## DEPARTMENT OF HEALTH &amp; MENTAL HYGIENE

Deputy Secretariat for Operation  
Office of Regulation and Policy Coordination

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1	<p>This schedule supersedes Schedules 1837, 1838, 2111 Items 2 and 3, 2307 Item 1</p> <p><b><u>CLOSED REGULATIONS FILE</u></b></p> <p>Correspondence, draft and final regulations, comments received and responses, the <u>Maryland Register</u> clipping of proposals and finals, approvals from Assistant Attorney General and the Secretary, etc</p>	<p>Retain permanently, transfer to State Archives every 2 years.</p>
2	<p><b><u>POLICY MANAGEMENT RECORDS SERIES</u></b></p> <p><b>A. Current DHMH Policy File</b> – a set of folders in policy number sequence, containing the original policy documents with the Secretary’s signature, plus review and approval sheets with comments by the Attorney General’s office and Programs affected by the policy.</p> <p><b>B. Inactive/Superseded Policy File</b>- A set of folders in policy number sequence containing original, signed policies, when available, which are no longer in effect. In addition to information described in current policy folders, additional information regarding the deactivation of the policy may be included.</p> <p><b>C. Policy Administration Files</b> – Information and documentation generated during the process of developing DHMH policies, including correspondence, a database of policy data, tracking/monitoring information for policies-in-progress, an index, e-mail discussing content of policies (either electronic or paper), draft policies, and other working papers.</p>	<p><b>A. Retain permanently</b>, transferring to Inactive/Superseded Policy File (see item 2B) when replaced or vacated.</p> <p><b>B. Retain permanently</b>, transfer to State Archives every 5 years.</p> <p><b>C. Retain in office for one year</b> following the signing of the policy. Screen file and computer information and transfer information which shows the development of the policy to the Current DHMH Policy file, (item 2A). All other material, destroy.</p>
3	<p><b><u>DHMH HISTORY FILE</u></b></p> <p>Information which illustrates the development of the Department, its programs and policies, including historic records transferred from component units.</p>	<p>3. Retain permanently, transfer to State Archives every 5 years</p>

APPROVED BY: (DHMH Official)

DATE:

8-27-12

SIGNATURE:

NAME/TITLE: Michele A. Phinney, Director,  
Office of Regulation and Policy Coordination

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE:

9-18-12

SIGNATURE:



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