

## RECORDS RETENTION AND DISPOSAL SCHEDULE

## DEPARTMENT OF HEALTH &amp; MENTAL HYGIENE

## LOCAL HEALTH DEPARTMENTS

SUPERSEDES SCHEDULE NO. 1518 and 1518A1, 1402, 1043, 774, and 600

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1	<p><u>PEDIATRIC CASE FILES</u></p> <p>Pediatric Clinic records are maintained on forms in folders which may also contain the treatment records of other members of a patient's family. The records include:</p> <p>A. Pediatric Examination, Assessment, and Continuation Sheets.            B. Growth Charts.            C. Assessment of Child Development            D. Record of Immunizations            E. Financial Eligibility Forms            F. CHSIS (Community Health Services Information Sheet) /EPSDT (Early and Periodic Screening, Diagnostic, and Treatment) Form 1022; 1022A; 1023            G. Parental Consent Forms            H. Any school and school medical records retained by health department personnel.</p>	<p>1. Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.</p> <p>CHSIS forms (F) for medical assistance patients may be destroyed after six (6) years, with the following exception: if records are scanned, scan to Maryland State Archives standards then destroy paper originals. Scans may be destroyed after six (6) years.</p>
2	<p><u>IMMUNIZATION RECORDS</u></p> <p>This file series includes such reports as child medical health histories, type of immunization and dates of inoculations, and consent forms as well as adult influenza and adult overseas immunization records.</p> <p>A. Children Immunization Records            B. Adult</p>	<p>2A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.</p> <p>2B Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p>

APPROVED BY: (DHMH Official)

DATE: 5/31/15SIGNATURE: NAME/TITLE: Van T. Mitchell, Secretary

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE: 5-13-15SIGNATURE: NAME/TITLE: EDWARD C PAPERFUSE, JR., STATE ARCHIVIST

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3	<p><u>DENTAL CASE RECORDS</u></p> <p>These files includes dental treatment and examination records, dental charts, medical history records, eligibility interviews, consent for dental x-ray forms, and examination notes, correspondence and progress records</p> <p>A. Children Records</p> <p>B. Adult</p>	<p>3A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.</p> <p>3B Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p>
4	<p><u>MATERNAL HEALTH CASE FILES</u></p> <p>Maternal, and gynecological case files contain:</p> <p>A. Cervical cytology examination reports</p> <p>B. Cancer screening program examination reports</p> <p>C. Gonorrhea culture reports</p> <p>D. Urinalysis and pregnancy test reports</p> <p>E. Colposcopy consent forms and examination reports</p> <p>F. Gynecology medical record</p> <p>G. All consent forms</p> <p>H. Maternity record</p> <p>I. Eligibility interview forms</p> <p>J. Progress notes on revisits and consultations</p> <p>K. All other maternity laboratory reports and results</p>	<p>4 Retain for twenty-four (24) years after last entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans twenty-four (24) years after last entry, and then destroy.</p>
5	<p><u>WOMAN INFANT AND CHILD CERTIFICATION RECORDS</u></p> <p>This file series includes:</p> <p>A. Certification/Recertification Records</p> <p>1. Evaluation of nutritional risk</p> <p>2. Economic status determination</p> <p>3. Affirmation of residency in Health Service Area</p> <p>4. Dietary intake records</p> <p>B. Nutrition education contact records</p> <p>C. Health History forms</p> <p>D. All Financial Records</p>	<p>5 Retain for three (3) years after the date of submission of the final closeout report for the federal fiscal period to which the reports pertains, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans three (3) years after the date of submission of the final closeout report for the federal fiscal period to which the reports pertains, and then destroy.</p>

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6	<p><u>FAMILY PLANNING CASE FILES</u></p> <p>These case folders contain laboratory tests for cervical cytology, hematology, gonorrhea and syphilis, family planning records, revisit reports, and consultations, special confidentiality consent forms, routine laboratory consent forms, contraceptive information and consent forms, cancer screening tests, consent forms, and reports, colposcopy tests, consent forms and reports, eligibility interviews and referral information reports, all other family planning laboratory results and reports, and all other consent forms.</p> <p>A. Children Records</p> <p>B. Adult</p>	<p>6A Retain for ten (10) years or until age twenty-four (24) whichever is greater, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years or until age twenty-four (24) whichever is greater, and then destroy.</p> <p>6B Retain for ten (10) years after last entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years after last entry, and then destroy.</p>
7	<p><u>HYPERTENSION CASE FILES</u></p> <p>File series contains all the medical history and examination forms for the treatment of hypertension, (DHMH-1271 A.B.C. for Hypertension).</p>	<p>7 Retain for ten (10) years after last entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years after last entry, and then destroy.</p>
8	<p><u>GERIATRICS CASE FILES</u></p> <p>Files contain the following records:</p> <p>A. Geriatric evaluation — pre-admission applications GES (Geriatric Evaluation Services) 11/72</p> <p>B. STEPS (Statewide Evaluation and Planning Services)</p> <p>C. PASARR (Pre Admission Screening &amp; Residential Review)</p>	<p>8 Retain for six (6) years after last entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years after last entry, and then destroy.</p>

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9	<p><u>HEARING, VISION, ORTHOPEDIC, CARDIAC, PLASTIC AND CHILDREN'S MEDICAL SERVICES CASE RECORDS</u> (Replaces Crippled Children)</p> <p>File series contains the following forms and records:</p> <p>A. Personal and hearing history forms MCH 9/69 IM (Information Management) and SCC (Services for Crippled Children) 25A-5M</p> <p>B. Hearing, etc., clinic examination reports</p> <p>C. Results of eye examinations</p> <p>D. Orthopedic examination, cardiac and plastic examinations</p> <p>E. Physicians and nurses' notes and follow-up examination reports</p> <p>F. Authorization and financial questionnaires</p> <p>G. Crippled Children Program x-ray files, x-ray studies completed on patients in cardiac clinic, seizure clinic, E.N.T. (Ear, Nose, Throat) clinic, and orthopedic clinic</p> <p>H. Children's Medical Services Case Files (Replaces Crippled Children)</p> <p>These comprehensive files usually contain:</p> <ol style="list-style-type: none"> <li>1. Medical and Nursing Records</li> <li>2. Eligibility Interviews (copies)</li> <li>3. Physician's request for clinic consultations</li> <li>4. Correspondence, authorization and memos</li> <li>5. Weight charts, dental records and progress records.</li> </ol> <p>I. Adult Speech and Audiology Clinic Files Contains diagnostic evaluations and speech and audiology treatment notes and updates.</p> <p>J. Adult Seizure Case Files Contains seizure clinic visit reports, EEG (electroencephalogram) reports, skull x-ray reports, and release of information statements.</p>	<p>9 A-H Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.</p> <p>9I Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p> <p>9J Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p>

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10	<p><u>COMMUNITY MENTAL HEALTH FILES</u></p> <p>This file series includes general questionnaires to new applicants, progress notes by physicians and clinical staff, release of information statements, patient service records, DHMH (Department of Health and Mental Hygiene) -500, Social Service Application, DHR (Department of Human Resources) -248-A, income eligibility and financial determination MAC-215 (HO), medication records, correspondence and notes, psychiatric, psychological and psychosocial evaluations</p> <p>A. Children Records</p> <p>B. Adult</p> <p>C. Medical Assistance Patients</p> <p>D. Hospital Mental Health Files</p>	<p>10A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.</p> <p>10B Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p> <p>10C Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p> <p>10D Retain for ten (10) years after death or twenty-five (25) years after discharge, whichever is sooner, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years after death or twenty-five (25) years after discharge, whichever is sooner, and then destroy.</p>

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11	<p><u>LABORATORY REPORTS</u> All laboratory tests (cytology, blood analysis, urinalysis, blood lead tests, etc.) are done in the various clinics</p>	<p>11 Retain on premises for two (2) years, and then destroy with the following exception: Retain blood lead tests on premises for twenty-two (22), then transfer to Maryland State Archives to be retained permanently.</p>
12	<p><u>TUBERCULOSIS CONTROL RECORDS</u> These are examination reports which depend on non-reactor or reactor status. The classifications are nonreactor or negative x-rays, reactors including contacts and recent converters, tuberculosis cases — chemotherapy completed, tuberculosis cases — chemotherapy incomplete, abnormal, but nontuberculosis x-rays, atypical mycobacterium results, tuberculosis test records, and INH (isoniazid) chemoprophylaxis records (DHMH 851).</p> <p>A. Children Records</p> <p>B. Adult</p> <p>C. Tuberculosis Positive Cases</p> <p>D. Abnormal or Atypical X-Rays</p>	<p>12A Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p> <p>12B Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p> <p>12C-D Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p>
13	<p><u>TUBERCULOSIS REGISTERS</u> All counties maintain a tuberculosis register.</p>	<p>13 Retain permanently. Transfer every five (5) years to the State Archives.</p>

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14	<p><u>COMMUNICABLE DISEASE RECORDS</u></p> <p>A. Maryland Confidential Morbidity Report (DHMH-1140). The originals are sent to DHMH Headquarters and the copies are kept in the local health department.</p> <p>B. S. typhi carries records (DHMH-1140, laboratory results, copies of written instructions concerning occupational restrictions, etc.)</p> <p>C. Confidential Report: Laboratory Evidence of Certain Communicable Diseases (DHMH-1281), and any other laboratory report indicating communicable disease.</p> <p>D. DHMH Forms or CDC Case Investigation Report</p>	<p>14A Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p> <p>14B Retain until death of carrier or, if date of death is unknown, for one hundred (100) years from date of creation, then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until death or, if date of death is unknown, for one hundred (100) years from date of creation, then destroy.</p> <p>14C Retain for five (5) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for five (5) years, and then destroy.</p> <p>14D Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p>
15	<p><u>SEXUALLY TRANSMITTED DISEASE RECORDS</u></p> <p>The following records are maintained as case files on individuals having these infections: Sexually transmitted disease registration, examination and treatment record, STD interview records and epidemiology records, consent forms for tests, Morbidity card — syphilis DHMH-1140, Morbidity card - gonorrhea DHMH-3954</p> <p>A. Sexually Transmitted Disease Records</p>	<p>15A Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p>

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15	B. Positive Syphilis Treatment Cards	15B Retain until death or, if date of death is unknown, for one hundred (100) years from date of creation, then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until death or, if date of death is unknown, for one hundred (100) years from date of creation, then destroy.
16	<p><u>DEVELOPMENTALLY DISABLED PATIENT RECORDS</u></p> <p>The following authorization form is used for the developmentally disabled:</p> <p>DHMH-2075-A - Authorization for Day Care Services for the Developmentally Disabled Adults</p> <p>This was a city/county form. City/county files are retained on diskettes/computer, and each region has implemented their own in-house form.</p>	16 Retain for six (6) years after client leaves program or until audited, whichever is longer, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years after client leaves program or until audited, whichever is longer, and then destroy.
17	<p><u>CHRONIC DISEASE PATIENT RECORDS</u></p> <p>These records include the following items:</p> <p>A. DHMH-50 - Chronic Disease Hospital Patient data (copy)</p> <p>B. Discharge summary from hospital (copy)</p> <p>C. Predischarge home visit report (copy)</p> <p>D. Post discharge home visit report (copy)</p> <p>E. AADH-222 - Interagency Referral (original)</p> <p>F. Nurse's notes and continuation sheet (original)</p> <p>G. Correspondence, application for program and other documents pertaining to chronic disease patients.</p>	17 Retain for six (6) years after last service entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for five (5) years after last service entry, and then destroy.
18	<p><u>VETERINARY MEDICINE FILES</u></p> <p>A. Children Files</p>	18A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.



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18	<p>B. Adult Records dealing with investigation of animal bites</p> <p>C. Animal Rabies Vaccination records and psittacosis records</p> <p>D. Adult Records of investigation of zoonotic diseases</p> <p>E. Adult Records dealing with pre-exposure rabies immunization and anti-rabies treatment of humans</p>	<p>18B-C Retain for three (3) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for three (3) years, and then destroy.</p> <p>18D Retain for three (3) years, and then destroy, unless outbreak of unusual or continuing importance, then retain for (10) years, then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for three (3) years, and then destroy unless outbreak of unusual or continuing importance, then retain for (10) years, then destroy.</p> <p>18E Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p>
19	<p><u>HOME HEALTH PROGRAM RECORDS</u></p> <p>Home Health Program records include billing material, cost reporting material, medical records material - physician's certification and recertification, clinical and other medical records relating to health insurance claims and home health agency physician material.</p> <p>A. Pediatric</p> <p>B. Adult</p> <p>C. Financial Records</p>	<p>19A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.</p> <p>19B-C Retain for six (6) years after the cost report is filed with the intermediary, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years after the cost report is filed with the intermediary, and then destroy.</p>

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20	<p><u>COPIES OF BIRTH CERTIFICATES</u></p> <p>These are maintained by the local health departments for issuing statement of age cards or licenses, etc.</p>	20 Scan and file electronically with Vital Statistics Division, then destroy.
21	<p><u>COPIES OF DEATH CERTIFICATES</u></p> <p>These are maintained by the local health departments for issuing statement of age cards or licenses, etc.</p>	21 Scan and file electronically with Vital Statistics Division, then destroy.
22	<p><u>METHADONE AND OTHER DRUG ABUSE CASE FILES</u></p> <p>File series includes SAMIS - Substance Abuse Information System (Replaces CODAP) processing forms, intake forms and charts, Title XX financial support forms, release of information forms, Federal and State consent forms, urine surveillance reports, and follow-up charts and progress notes</p> <p>A. Children</p> <p>B. Adults</p>	<p>22A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.</p> <p>22B Retain for six (6) years after last entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years after last entry, and then destroy.</p>
23	<p><u>ABSTINENCE COUNSELING FILES</u></p> <p>File series includes SAMIS - Substance Abuse Information System (Replaces CODAP) processing forms, intake forms and charts, Title XX financial support forms, release of information forms, Federal and State consent forms, urine surveillance reports, follow-up charts and progress notes, counseling interviews, alcoholism control forms, intake forms, Drug Abuse treatment documents, alcohol abuse treatment documents, and other alcohol abuse treatment records</p> <p>A. Children</p>	23A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.

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23	B. Adults	23B Retain for six (6) years after last entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years after last entry, and then destroy.
24	<u>BRIEF SERVICE CARD FILES</u>  Cards containing a description of each client and a digest of the problems of the client.	24 Retain for three (3) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for three (3) years, and then destroy.
25	<u>DRUG ABUSE CENTER STATISTICAL FILES AND CORRESPONDENCE</u> Files include statistical reports such as AADH-529-530 and general correspondence to and from patients, staff and State officials related to the business of the center.	25 Retain for five (5) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for five (5) years, and then destroy.
26	<u>HIV (Human Immunodeficiency Virus) POSITIVE/AIDS (Acquired Immunodeficiency Syndrome) RECORDS</u>  In general, medical information concerning HIV test results and treatment are part of the patient's regular medical record and should be so handled. The following categories of records, if maintained separately, should have the indicated retention/disposal schedule: A. Children Diagnostic Evaluation Services includes care plans, intake forms, Case Management Record includes registration and demographic, medical/psychological intake forms, progress notes and care plans, HIV Seropositive Follow-up Clinic Records  B. Adult Diagnostic Evaluation Services includes care plans, intake forms, Case Management Record includes registration and demographic, medical/psychological intake forms, progress notes and care plans, HIV Seropositive Follow-up Clinic Records	26A Retain until twenty-four (24) years of age or six (6) years after death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or six (6) years after death, if earlier, and then destroy.  26B Retain for Ten (10) years after last entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years after last entry, and then destroy.

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26	<p>C. HIV CTR Forms - All site's HIV/CTR Questionnaires <u>and</u> anonymous sites' HIV consent forms</p> <p>D. HIV CTR Forms - Confidential CTR or clinic site HIV consent forms</p> <p>E. Partner notification interview records</p> <p>F. HIV positive/AIDS Case Records</p>	<p>26C Retain for twelve (12) months, and then destroy.</p> <p>26D-E Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p> <p>26F Retain for twenty (20) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for twenty (20) years, and then destroy.</p>
27	<p><u>REFUGEE RECORDS</u></p> <p>Includes refugee health screening records and CDC Class A and B waiver records.</p>	<p>27 Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p>
28	<p><u>GRANT AWARDS</u></p> <p>Includes DHMH 432, the DHMH Standard Grant Agreement Form (4133) and any modifications or supplements to the original agreement.</p>	<p>28 Retain until completion of grant and for three (3) year thereafter or until all audit requirements have been fulfilled, whichever is longer, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until completion of grant and for three (3) year thereafter or until all audit requirements have been ful-filled, whichever is longer, and then destroy.</p>

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29	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Included in this series are original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, and other miscellaneous papers relating to the administration of the local health department which are not filed as part of another record series.</p> <p>A. Material no longer needed for current business</p> <p>B. Directives and other material relating to planning and policy that illustrate the development of the local health department.</p>	<p>29A Screen annually. Destroy material no longer needed for current business.</p> <p>29B Retain permanently. Transfer every five (5) years to the State Archives.</p>
30	<p><u>PERSONNEL RECORDS</u></p> <p>A. Consisting of case files which contain employment applications, probation reports, annual efficiency reports, letters of commendation, reprimands, disciplinary suspense forms, employment relations files, recruitment files, timekeeping/payroll records and other documents.</p> <p>B. Employee Blood borne pathogen records</p>	<p>30A Retain for four (4) years after termination of employment, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for four (4) years after termination of employment, and then destroy.</p> <p>30B Retain for thirty (30) years after last entry and then destroy.</p>
31	<p><u>SIGNED RELEASE OF INFORMATION STATEMENTS</u></p> <p>Includes all documents submitted to obtain official release of patient information.</p>	<p>31 Retain for ten (10) years or the length of the retention schedule for the information released, whichever is longer then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years or the length of the retention schedule for the information released, whichever is longer then destroy.</p>

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32	<p><u>UNIFIED MEDICAL RECORDS</u></p> <p>May include identification data, administrative and legal documents, history, physical examination, clinical assessment evaluations, recommendations, treatment plans, diagnostic and therapeutic orders, reports of laboratory and other clinical tests, medical and surgical procedures and pathology reports, clinical observations including results of therapy, consultations, clinical nursing notes and reports, education records, authorizations and consents, death certificates, autopsy reports, and correspondence.</p> <p>A. Children</p> <p>B. Adult</p> <p>C. Positive syphilis treatment records, tuberculosis records including abnormal or atypical x-rays</p>	<p>32A Retain for ten (10) years or until age twenty-four (24) whichever is greater, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years or until age twenty-four (24) whichever is greater, and then destroy.</p> <p>32B Retain for ten (10) years after last entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years after last entry, and then destroy.</p> <p>32C Retain until death or, if date of death is unknown, for one hundred (100) years from date of creation, then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until death or, if date of death is unknown, for one hundred (100) years from date of creation, then destroy.</p>
33	<p><u>EARLY INTERVENTION RECORDS</u></p> <p>These records include financial and programmatic records, supporting statements, statistical records, evaluation and assessment records, etc.</p> <p>Also, in this record folder are papers that show the development of an individualized family service plan and the delivery of early intervention services.</p>	<p>33 Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.</p>

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34	<p><b><u>INCIDENT (ACCIDENT) REPORT ON PATIENTS/CLIENTS</u></b></p> <p>A. Children</p> <p>B. Adult</p>	<p>34A Retain for ten (10) years or until age twenty-four (24) whichever is greater, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years or until age twenty-four (24) whichever is greater, and then destroy.</p> <p>34B Retain for ten (10) years after last entry, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years after last entry, and then destroy.</p> <p>35 Retain permanently. Transfer every five (5) years to the State Archives.</p>
35	<p><b><u>BOARD OF HEALTH</u></b> Board of Health minutes.</p>	<p>36A Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p>
36	<p><b><u>Md. Children's Health Program ( MCHP)</u></b></p> <p>A. <b>Client Case Files (Inactive)</b> include name, address and social security numbers of clients, as well as copies of correspondence sent to client.</p> <p>B. <b>MCHP Reporting Files</b> include daily, weekly and monthly reports received by the Program from MMIS and accounts receivable systems that identify activity and transactions.</p>	<p>36B Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p>

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37	<p><b><u>Administrative Care Coordination Unit ( ACCU)</u></b></p> <p><b>A. Client Case Files (Inactive)</b> include name, address and referrals from various sources, follow-up visits or contact to resolve Medicaid and Managed Care Organization issues on behalf of clients, as well as copies of correspondence sent to client.</p> <p><b>B. ACCU Reporting Files</b> Annual reports sent to the Maryland Medicaid Program.</p>	<p>37A Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p> <p>37B Retain quarterly reports until annual reports are generated; then destroy quarterly reports. Retain annual reports permanently. Transfer annual reports every (5) years to the State Archives.</p>
38	<p><b><u>Partner Service Program</u></b></p> <p>Outreach program for the individuals that have a sexually transmitted infection and their partner(s) in order to link them with treatment. File contains outreach efforts, copies of morbidity information, and progress notes.</p>	<p>38 Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p>
39	<p><b><u>Cancer Program</u></b></p> <p>A Breast and Cervical Cancer Program</p> <ol style="list-style-type: none"> <li>1. Patient medical records, reports and new caller database.</li> <li>2. Patient records of bills processed</li> <li>3. Client intakes with no response from client for enrollment.</li> </ol>	<p>39A1 Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p> <p>39A2 Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p> <p>39A3 Retain for one (1) year, and then destroy.</p>



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39.	<p>B. Breast and Cervical Cancer Expanded Services Programs</p> <p>This file contains patient medical records, reports and reimbursement records for diagnosis and treatment of patients.</p> <p>C Colon Cancer Screening Program</p> <ol style="list-style-type: none"> <li>1. Patient medical records, reports and new caller database.</li> <li>2. Patient records of bills processed</li> <li>3. Client intakes with no response from client for enrollment.</li> </ol>	<p>39B Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p> <p>39C1 Retain for ten (10) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years, and then destroy.</p> <p>39C2 Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p> <p>39C3 Retain for one (1) year, and then destroy.</p>
40	<p><b><u>Health Records</u></b></p> <p>These files include all health records not covered above.</p> <p>A. Children Records</p> <p>B. Adult</p>	<p>40A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans until twenty-four (24) years of age or death, if earlier, and then destroy.</p> <p>40B Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for six (6) years, and then destroy.</p>

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41.	<p><b><u>Forensic Examination Records</u></b></p> <p>These files include physical examination of potential abused victims, video of examination, results and related documentation.</p>	<p>41 Retain for one hundred (100) years, and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for one hundred (100) years, and then destroy.</p>