2	DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER SCHEDULE				
				NUMBER 2203	
REC	RECORDS RETENTION AND DISPOSAL SCHEDULE				
	DEPARTMENT OF HEALTH & MENTAL HYGIENE				
	LOCAL HEALTH DEPARTMENTS SUPERSEDES SCHEDULE NO. 1518 and 1518A1, 1402, 1043, 774, and 600				
			518A1, 1402, 1043, 774, a	and 600	
Item No.	Description of Records Series (fror	m Inventory Form)	Authorized Retention	n Period & Instructions	
1	PEDIATRIC CASE FILES Pediatric Clinic records are mainta			-four (24) years of age then destroy, with the	
	folders which may also contain the records of other members of a pati records include:	e treatment	scan to Maryland State	t records are scanned, e Archives standards, then	
	A. Pediatric Examination, Asse Continuation Sheets.	ssment, and	destroy paper originals twenty-four (24) years earlier, and then destro	s. Retain scans until of age or death, if by.	
	 B. Growth Charts. C. Assessment of Child Develo D. Record of Immunizations E. Financial Eligibility Forms F. CHSIS (Community Health Information Sheet) /EPSDT Periodic Screening, Diagnost Treatment) Form 1022; 1022 G. Parental Consent Forms 	Services (Early and tic, and 2A; 1023	CHSIS forms (F) for n patients may be destro- with the following exc scanned, scan to Mary standards then destroy paper orig destroyed after six (6)	yed after six (6) years, eption: if records are land State Archives	
2	 H. Any school and school media retained by health department pers IMMUNIZATION RECORDS 	cal records	2A Retain until twenty or death, if earlier, and following exception: if	-four (24) years of age then destroy, with the records are scanned	
	This file series includes such repor medical health histories, type of im dates of inoculations, and consent f adult influenza and adult overseas is records.	nmunization and forms as well as	scan to Maryland State destroy paper originals twenty-four (24) years earlier, and then destroy	Archives standards, then . Retain scans until of age or death, if	
8	A. Children Immunization RecordB. Adult		2B Retain for ten (10) y destroy, with the follow records are scanned, sc Archives standards then destroy p scans for ten (10) years	ving exception: if an to Maryland State aper originals. Retain	
APPROVE	F 1	AUTHORIZED BY:	(MD STATE ARCHIVES	S)	
DATE:	331115	DATE:	5-13-15		
SIGNATUR	ET AL	SIGNATURE:	Timthe DBoh		
NAME/TITL		NAME/TITLE: EDW	ARD C PAPENFUSE, JR., S	STATE ARCHIVIST	
Van T	- Mitchell, Secretary				
DGS 550-1 (GS 550-1 (DHMH 2002)				

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	DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER SCHEDULE NUMBER 2703				
REC	RECORDS RETENTION AND DISPOSAL SCHEDULE PAGE 2 OF 18				
	DEPARTMENT OF HEALTH & MENTAL HYGIENE				
SECR	SECRETARIAT OFFICE / ADMINISTRATION/BOARD				
Item No.	Description of Records Series (Program, forms, etc.)		n Period & Instructions		
3	DENTAL CASE RECORDS 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	or death, if earlier, an following exception: scan to Maryland Stat and then destroy pape until twenty-four (24)	y-four (24) years of age d then destroy, with the if records are scanned, te Archives standards, er originals. Retain scans years of age or death, if		
	A. Children Records B. Adult	earlier, and then destroy. 3B Retain for six (6) years, and then destrowith the following exception: if records and scanned, scan to Maryland State Archives standards, and then destroy paper original. Retain scans for six (6) years, and then destroy.			
4	MATERNAL HEALTH CASE FILESMaternal, and gynecological case files contain:A.Cervical cytology examination reportsB.Cancer screening program examination reportsC.Gonorrhea culture reportsD.Urinalysis and pregnancy test reports	entry, and then destro exception: if records Maryland State Arch	ives standards, and then ls. Retain scans twenty-		
5	 E. Colposcopy consent forms and examination reports F. Gynecology medical record G. All consent forms H. Maternity record I. Eligibility interview forms J. Progress notes on revisits and consultations K. All other maternity laboratory reports and results WOMAN INFANT AND CHILD CERTIFICATION RECORDS This file series includes: A. Certification/Recertification Records I. Evaluation of nutritional risk Economic status determination Affirmation of residency in Health Service Area Dietary intake records B. Nutrition education contact records C. Health History forms D. All Financial Records 	submission of the final federal fiscal period to and then destroy, with exception: if records Maryland State Arch destroy paper origina years after the date o closeout report for the) years after the date of closeout report for the which the reports pertains, in the following are scanned, scan to nives standards, and then als. Retain scans three (3) f submission of the final federal fiscal period to ains, and then destroy.		

DRDS RETENTION AND DISPOSAL DEPARTMENT OF HEALTH & LOCAL HEALTH DEPART DEFICE / ADMINISTRATIC Description of Records Series (Program, forms, etc.) FAMILY PLANNING CASE FILES 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	MENTAL HYGI MENTS DN/BOARD Authorized Retention 6A Retain for ten (10) twenty-four (24) whic then destroy, with the	Period & Instructions years or until age hever is greater, and
LOCAL HEALTH DEPART DESCRIPTION OF RECORDS Series (Program, forms, etc.) FAMILY PLANNING CASE FILES 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	Authorized Retention 6A Retain for ten (10) twenty-four (24) whic then destroy, with the	Period & Instructions years or until age hever is greater, and
TARIAT OFFICE / ADMINISTRATIC Description of Records Series (Program, forms, etc.) FAMILY PLANNING CASE FILES 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	Authorized Retention 6A Retain for ten (10) twenty-four (24) whic then destroy, with the	years or until age hever is greater, and
FAMILY PLANNING CASE FILES 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	6A Retain for ten (10) twenty-four (24) whic then destroy, with the	years or until age hever is greater, and
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	twenty-four (24) whic then destroy, with the	hever is greater, and
consent forms, contraceptive information and consent forms, cancer screening tests, consent forms, and	Archives standards, ar	can to Maryland State and then destroy paper
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.	originals. Retain scans until age twenty-four (greater, and then destr	s for ten (10) years or (24) whichever is oy.
A. Children Records B. Adult	6B Retain for ten (10) and then destroy, with exception: if records a Maryland State Archiv destroy paper original (10) years after last en	the following re scanned, scan to ves standards, and then s. Retain scans for ten
HYPERTENSION CASE FILES File series contains all the medical history and examination forms for the treatment of hypertension, (DHMH-1271 A.B.C. for Hypertension).	7 Retain for ten (10) y and then destroy, with exception: if records a Maryland State Archiv destroy paper original (10) years after last en	the following re scanned, scan to ves standards, and then s. Retain scans for ten
GERIATRICS CASE FILES Files contain the following records: A. Geriatric evaluation — pre-admission applications GES (Geriatric Evaluation Services) 11/72	then destroy, with the records are scanned, s Archives standards, an	nd then destroy paper s for six (6) years after
	A. Children Records A. Children Records A. Children Records B. Adult HYPERTENSION CASE FILES File series contains all the medical history and examination forms for the treatment of hypertension, DHMH-1271 A.B.C. for Hypertension). BERIATRICS CASE FILES Files contain the following records:	 bither family planning laboratory results and reports, and all other consent forms. A. Children Records B. Adult Children Records A. Adult Children Records B. Adult Children Records B. Adult Children Records B. Adult Children Records Child

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SECR Item No.	ETARIAT OFFICE / ADMINISTRATIC Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions			
0					
9	 HEARING, VISION, ORTHOPEDIC, CARDIAC, PLASTIC AND CHILDREN'S MEDICAL SERVICES CASE RECORDS (Replaces Crippled Children) File series contains the following forms and records: A. Personal and hearing history forms MCH 9/69 IM (Information Management) and SCC (Services for Crippled Children) 25A-5M B. Hearing, etc., clinic examination reports C. Results of eye examination, cardiac and plastic examinations D. Orthopedic examination, cardiac and plastic examination reports F. Authorization and financial questionnaires 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 H. Children's Medical Services Case Files (Replaces Crippled Children) These comprehensive files usually contain: Medical and Nursing Records Eligibility Interviews (copies) Physician's request for clinic consultations Correspondence, authorization and memos Weight charts, dental records and progress records. I. Adult Speech and Audiology Clinic Files Contains diagnostic evaluations and speech and audiology treatment notes and updates. 	 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. 91 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, 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, 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, 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. 			

PRDS RETENTION AND DISPOSAL DEPARTMENT OF HEALTH & LOCAL HEALTH DEPART ACAL HEALTH DEPART OFFICE / ADMINISTRATIC Description of Records Series (Program, forms, etc.) COMMUNITY MENTAL HEALTH FILES This file series includes general questionnaires to new applicants, progress motes by physicians and clinical staff, release of information statements, patient service ecords, DHMH (Department of Health and Mental Aygiene) -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 A. Children Records B. Adult	PAGEOF_70 MENTAL HYGIENE TMENTS ON/BOARD Authorized Retention Period & Instructions 10A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, we 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 or age or death, if earlier, and then destroy. 10B Retain for six (6) years, and then destroy. 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 paper originals. Retain scans for six (6) years, and then destroy paper originals. Retain scans for six (6) years, and then destroy paper originals. Retain scans for six (6) years, and then destroy paper originals. Retain scans for six (6) years, and then destroy paper originals. Retain scans for six (6) years, and then destroy paper originals.
LOCAL HEALTH DEPART OFFICE / ADMINISTRATIC Description of Records Series (Program, forms, etc.) COMMUNITY MENTAL HEALTH FILES This file series includes general questionnaires to new applicants, progress motes 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 A. Children Records	TMENTS Authorized Retention Period & Instructions 10A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, we 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. 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 paper originals. Retain scans for six (6) years, and then destroy paper originals. Retain scans for six (6) years, and then destroy paper originals. Retain scans for six (6) years, and then destroy paper originals. Retain scans for six (6) years, and then destroy paper originals.
CARIAT OFFICE / ADMINISTRATIC Description of Records Series (Program, forms, etc.) COMMUNITY MENTAL HEALTH FILES This file series includes general questionnaires to new applicants, progress motes 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 A. Children Records	Authorized Retention Period & Instructions 10A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, we 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. 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.
Description of Records Series (Program, forms, etc.) COMMUNITY MENTAL HEALTH FILES This file series includes general questionnaires to new applicants, progress motes 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 A. Children Records	Authorized Retention Period & Instructions 10A Retain until twenty-four (24) years of age or death, if earlier, and then destroy, w 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 o age or death, if earlier, and then destroy. 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, an
This file series includes general questionnaires to new applicants, progress motes 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 A. Children Records	age or death, if earlier, and then destroy, w 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 o age or death, if earlier, and then destroy. 10B Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland Stat Archives standards, and then destroy paper originals. Retain scans for six (6) years, an
Applicants, progress motes 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 A. Children Records	age or death, if earlier, and then destroy, w 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 o age or death, if earlier, and then destroy. 10B Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland Stat Archives standards, and then destroy paper originals. Retain scans for six (6) years, an
	destroy, with the following exception: if records are scanned, scan to Maryland Stat Archives standards, and then destroy paper originals. Retain scans for six (6) years, an
	then destroy.
C. Medical Assistance Patients	10C Retain for six (6) years, and then destroy, with the following exception: if records are scanned, scan to Maryland Stat Archives standards, and then destroy paper originals. Retain scans for six (6) years, an then destroy.
D. Hospital Mental Health Files	10D Retain for ten (10) years after death o 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
	standards, and then destroy paper originals Retain scans for ten (10) years after death twenty-five (25) years after discharge, whichever is sooner, and then destroy.

	DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER SCHEDULE			
REC	RECORDS RETENTION AND DISPOSAL SCHEDULE			
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	DEPARTMENT OF HEALTH &	MENTAL HYG	ENE	
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Item No.	Description of Records Series (Program, forms, etc.)		n Period & Instructions	
11	LABORATORY REPORTS All laboratory tests (cytology, blood analysis, urinalysis, blood lead tests, etc.) are done in the various clinics	11 Retain on premises then destroy with the Retain blood lead tests twenty-two (22), then State Archives to be re	s on premises for transfer to Maryland	
12	TUBERCULOSIS CONTROL RECORDS 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,	12A Retain for ten (10 destroy, with the follo records are scanned, s Archives standards, ar originals. Retain scans then destroy.	wing exception: if can to Maryland State	
	tuberculosis x-rays, atypical mycobacterium results, tuberculosis test records, and INH (isoninzid) chemoprophylaxis records (DHMH 851). A. Children Records B. Adult	12B Retain for ten (10 destroy, with the follo records are scanned, so Archives standards, ar originals. Retain scans then destroy.	wing exception: if can to Maryland State	
ñ	C. Tuberculosis Positive CasesD. Abnormal or Atypical X-Rays	12C-D Retain for ten (destroy, with the follo records are scanned, so Archives standards, ar originals. Retain scans then destroy.	wing exception: if can to Maryland State	
13	TUBERCULOSIS REGISTERS All counties maintain a tuberculosis register.	13 Retain permanently(5) years to the State A		

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Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retentio	n Period & Instructions		
14	COMMUNICABLE DISEASE RECORDS A. Maryland Confidential Morbidity Report (DHMH- 1140). The originals are sent to DHMH Headquarters and the copies are kept in the local health department.	Archives standards, an	wing exception: if can to Maryland State		
	B. S. typhi carries records (DHMH-1140, laboratory results, copies of written instructions concerning occupational restrictions, etc.)	death is unknown, for years from date of cre the following exception scanned, scan to Mary standards, and then de Retain scans until dea	ation, then destroy, with on: if records are and State Archives estroy paper originals. th or, if date of death is adred (100) years from		
	C. Confidential Report: Laboratory Evidence of Certain Communicable Diseases (DHMH-1281), and any other laboratory report indicating communicable disease.	Archives standards, an	wing exception: if can to Maryland State		
2	D. DHMH Forms or CDC Case Investigation Report	Archives standards, an	wing exception: if can to Maryland State		
15	SEXUALLY TRANSMITTED DISEASE RECORDS 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 A. Sexually Transmitted Disease Records	Archives standards, an	owing exception: if scan to Maryland State		

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Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retentio	n Period & Instructions		
15	B. Positive Syphilis Treatment Cards	unknown, for one hun date of creation, then following exception: i scan to Maryland Stat and then destroy pape	f records are scanned, e Archives standards, r originals. Retain scans of death is unknown, for ars from date of		
16	DEVELOPMENTALLY DISABLED PATIENT RECORDS The following authorization form is used for the developmentally disabled: DHMH-2075-A - Authorization for Day Care Services for the Developmentally Disabled Adults This was a city/county form. City/county files are retained on diskettes/computer, and each region has implemented their own in-house form.	 16 Retain for six (6) years after client leaprogram or until audited, whichever is log and then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, and destroy paper originals. Retain scans for (6) years after client leaves program or undited with the following is a first scans for the following state and the following state archives be a first scans for the following state archives program or undited with the following state archives pro			
17	CHRONIC DISEASE PATIENT RECORDS These records include the following items: A. DHMH-50 - Chronic Disease Hospital Patient data (copy) B. Discharge summary from hospital (copy) C. Predischarge home visit report (copy) D. Post discharge home visit report (copy) E. AADH-222 - Interagency Preferral (original)		y, with the following are scanned, scan to ves standards, and then s. Retain scans for five		
18	 F. Nurse's notes and continuation sheet (original) G. Correspondence, application for program and other documents pertaining to chronic disease patients. <u>VETERINARY MEDICINE FILES</u> A. Children Files 	the following exception scanned, scan to Mary standards, and then de	e, and then destroy, with on: if records are vland State Archives estroy paper originals. nty-four (24) years of		

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REC	RECORDS RETENTION AND DISPOSAL SCHEDULE PAGE 9 OF 18				
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Item No.	Description of Records Series (Program, forms, etc.)		n Period & Instructions		
18					
18	bites C. Animal Rabies Vaccination records and psittacosis records	18B-C Retain for three destroy, with the follo records are scanned, so Archives standards, ar originals. Retain scans then destroy.	wing exception: if can to Maryland State		
	D. Adult Records of investigation of zoonotic diseases	destroy paper original: (3) years, and then des	ak of unusual or e, then retain for (10) ith the following re scanned, scan to ves standards, and then s. Retain scans for three stroy unless outbreak of importance, then retain		
	E. Adult Records dealing with pre-exposure rabies immunization and anti-rabies treatment of humans	18E Retain for six (6) with the following exc scanned, scan to Mary standards, and then de Retain scans for six (6 destroy.	land State Archives stroy paper originals.		
19	 <u>HOME HEALTH PROGRAM RECORDS</u> 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. A. Pediatric B. Adult C. Financial Records 	the following exception scanned, scan to Mary standards, and then de Retain scans until twe age or death, if earlier, 19B-C Retain for six (report is filed with the destroy, with the follo records are scanned, so Archives standards, ar originals. Retain scans	 and then destroy, with if records are land State Archives stroy paper originals. nty-four (24) years of and then destroy. 6) years after the cost intermediary, and then wing exception: if can to Maryland State 		

	DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER				
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REC	RECORDS RETENTION AND DISPOSAL SCHEDULE				
	DEPARTMENT OF HEALTH & MENTAL HYGIENE				
SECR	ETARIAT OFFICE / ADMINISTRATI				
Item No.	Description of Records Series (Program, forms, etc.)		n Period & Instructions		
20	COPIES OF BIRTH CERTIFICATES	20 Soon and file aleast	······································		
	These are maintained by the local health departments for issuing statement of age cards or licenses, etc.	20 Scan and file electric Statistics Division, the	en destroy.		
21	<u>COPIES OF DEATH CERTIFICATES</u> These are maintained by the local health departments for issuing statement of age cards or licenses, etc.	21 Scan and file electric Statistics Division, the			
22	METHADONE AND OTHER DRUG ABUSE CASE FILES 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 A. Children B. Adults	the following exception scanned, scan to Mary standards, and then de Retain scans until twe age or death, if earlier 22B Retain for six (6)	, and then destroy, with on: if records are aland State Archives estroy paper originals. nty-four (24) years of , and then destroy. years after last entry,		
23	ABSTINENCE COUNSELING FILES File series includes SAMIS - Substance Abuse Information System (Replaces CODAP) processing	and then destroy, with the following exception: if records are scanned, scan Maryland State Archives standards, an destroy paper originals. Retain scans f (6) years after last entry, and then dest 23A Retain until twenty-four (24) year age or death, if earlier, and then destro the following exception: if records are scanned, scan to Maryland State Archi standards, and then destroy paper origin			
	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 A. Children	Retain scans until twe age or death, if earlier			

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DEPARTMENT OF HEALTH & MENTAL HYGIENE			
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Item No.	Description of Records Series (Program, forms, etc.)		n Period & Instructions
23	B. Adults		
23	B. Adults	23B Retain for six (6)	years after last entry,
		and then destroy, with	
		exception: if records a	are scanned, scan to
		Maryland State Archi	ves standards, and then
		destroy paper original	s. Retain scans for six
		(6) years after last ent	ry, and then destroy.
		24 Retain for three (3)) years, and then
24	BRIEF SERVICE CARD FILES	destroy, with the follo	
		records are scanned, s	can to Maryland State
	Cards containing a description of each client and a digest of the problems of the client.	Archives standards, an	nd then destroy paper
	algoer of the problems of the client.	originals. Retain scan	s for three (3) years, and
		then destroy.	
		25 Retain for five (5)	years, and then destroy,
25	DRUG ABUSE CENTER STATISTICAL FILES AND	with the following exc	ception: if records are
	CORRESPONDENCE	scanned, scan to Mary	land State Archives
	Files include statistical reports such as AADH-529-530 and general correspondence to and from patients, staff	standards, and then de	stroy paper originals.
	and State officials related to the business of the center.	Retain scans for five (5) years, and then
		destroy.	
26		26A Retain until twen	ty-four (24) years of
20	HIV (Human Immunnodeficiency Virus) POSITIVE/AIDS (Acquired Immunodeficiency Syndrome) RECORDS		ter death, if earlier, and
	<u>Lesquees miniario de loi eney evinarente (RECORDS</u>		following exception: if
	In general, medical information concerning HIV test	records are scanned, s	can to Maryland State
	results and treatment are part of the patient's regular medical record and should be so handled. The following	Archives standards, an	nd then destroy paper
	categories of records, if maintained separately, should	vegra of ago or six (6)	s until twenty-four (24)
	have the indicated retention/disposal schedule:	years of age or six (6) earlier, and then destro	
	A. Children Diagnostic Evaluation Services includes	carner, and then desire	oy.
	care plans, intake forms, Case Management Record includes registration and demographic,		
	medical/psychological intake forms, progress notes and	26B Retain for Ten (1	0) years after last entry
	care plans, HIV Seropositive Follow-up Clinic Records	and then destroy, with	
	B Adult Diagnostic Evoluction Services includes	exception: if records a	
	B. Adult Diagnostic Evaluation Services includes care plans, intake forms, Case Management Record includes		ves standards, and then
	registration and demographic, medical/psychological		s. Retain scans for ten
	intake forms, progress notes and care plans, HIV	(10) years after last en	
	Seropositive Follow-up Clinic Records		2004L 6.2.4

	DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER SCHEDULE NUMBER 2703				
RECO	RECORDS RETENTION AND DISPOSAL SCHEDULE				
	DEPARTMENT OF HEALTH & MENTAL HYGIENE				
SECRE	SECRETARIAT OFFICE / ADMINISTRATION / BOARD				
Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retentio	n Period & Instructions		
26	C. HIV CTR Forms - All site's HIV/CTR Questionnaires <u>and</u> anonymous sites' HIV consent forms	26C Retain for twelve (12) months, and the destroy.			
1	 D. HIV CTR Forms - Confidential CTR or clinic site HIV consent forms E. Partner notification interview records 	Archives standards, a			
	F. HIV positive/AIDS Case Records	Archives standards, a			
27	REFUGEE RECORDS Includes refugee health screening records and CDC Class A and B waiver records.	with the following ex scanned, scan to Mar	years, and then destroy, acception: if records are yland State Archives estroy paper originals. 6) years, and then		
28	GRANT AWARDS Includes DHMH 432, the DHMH Standard Grant Agreement Form (4133) and any modifications or supplements to the original agreement.	three (3) year thereaft requirements have be is longer, and then de exception: if records Maryland State Arch destroy paper origina completion of grant thereafter or until all	een fulfilled, whichever estroy, with the following		

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER SCHEDULE						
			NUMBER 2703			
KLC	ORDS RETENTION AND DISPOSAL		PAGE_13OF_18			
	DEPARTMENT OF HEALTH & MENTAL HYGIENE					
SECR						
Item No.	Description of Records Series (Program, forms, etc.)		Period & Instructions			
29	GENERAL CORRESPONDENCE					
	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.	29A Screen annually. longer needed for curr	Destroy material no ent business.			
	 A. Material no longer needed for current business B. Directives and other material relating to planning and policy that illustrate the development of the local health department. 	29B Retain permanent (5) years to the State A	ly. Transfer every five Archives.			
30	PERSONNEL RECORDS 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.	with the following exc scanned, scan to Mary standards, and then des Retain scans for four (4	ment, and then destroy, eption: if records are land State Archives stroy paper originals.			
	B. Employee Blood borne pathogen records	30B Retain for thirty (entry and then destroy.	30) years after last			
31	SIGNED RELEASE OF INFORMATION STATEMENTS Includes all documents submitted to obtain official release of patient information.	31 Retain for ten (10) y the retention schedule released, whichever is with the following exc scanned, scan to Maryl standards, and then des Retain scans for ten (1) of the retention schedu released, whichever is	for the information longer then destroy, eption: if records are and State Archives stroy paper originals. 0) years or the length le for the information			

SCHEDULE NUMBER 2703

RECORDS RETENTION AND DISPOSAL SCHEDULE

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DEPARTMENT OF HEALTH & MENTAL HYGIENE LOCAL HEALTH DEPARTMENTS SECRETARIAT OFFICE /ADMINISTRATION/BOARD Item No. Description of Records Series (Program, forms, etc.) Authorized Retention Period & Instructions 32 UNIFIED MEDICAL RECORDS 32A Retain for ten (10) years or until age twenty-four (24) whichever is greater, and May include identification data, administrative and legal then destroy, with the following exception: if documents, history, physical examination, clinical assessment evaluations, recommendations, treatment records are scanned, scan to Maryland State plans, diagnostic and therapeutic orders, reports of Archives standards, and then destroy paper laboratory and other clinical tests, medical and surgical originals. Retain scans for ten (10) years or procedures and pathology reports, clinical observations until age twenty-four (24) whichever is including results of therapy, consultations, clinical greater, and then destroy. nursing notes and reports, education records, authorizations and consents, death certificates, autopsy reports, and correspondence. 32B Retain for ten (10) years after last entry, A. Children and then destroy, with the following exception: if records are scanned, scan to B. Adult Maryland State Archives standards, and then destroy paper originals. Retain scans for ten (10) years after last entry, and then destroy. 32C Retain until death or, if date of death is unknown, for one hundred (100) years from C. Positive syphilis treatment records, tuberculosis date of creation, then destroy, with the records including abnormal or atypical x-rays 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. 33 Retain until twenty-four (24) years of age or death, if earlier, and then destroy, with the following exception: if records are scanned, 33 EARLY INTERVENTION RECORDS scan to Maryland State Archives standards, and then destroy paper originals. Retain scans These records include financial and programmatic until twenty-four (24) years of age or death, if records, supporting statements, statistical records, earlier, and then destroy. evaluation and assessment records, etc. Also, in this record folder are papers that show the development of an individualized family service plan and the delivery of early intervention services.

SCHEDULE 2703

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

LOCAL HEALTH DEPARTMENTS

SECR	LOCAL HEALTH DEPARTMENTS				
Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions			
34	INCIDENT (ACCIDENT) REPORT ON PATIENTS/CLIENTS A. Children	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.			
	B. Adult	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.			
35	BOARD OF HEALTH Board of Health minutes.	35 Retain permanently. Transfer every five(5) years to the State Archives.36A Retain for ten (10) years, and then			
36	Md. Children's Health Program (MCHP) A. Client Case Files (Inactive) include name, address and social security numbers of clients, as well as copies of correspondence sent to client.	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.			
	B. MCHP Reporting Files include daily, weekly and monthly reports received by the Program from MMIS and accounts receivable systems that identify activity and transactions.	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.			

SCHEDULE NUMBER 2703 DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER RECORDS RETENTION AND DISPOSAL SCHEDULE PAGE 16 OF 18 **DEPARTMENT OF HEALTH & MENTAL HYGIENE** LOCAL HEALTH DEPARTMENTS SECRETARIAT OFFICE / ADMINISTRATION / BOARD Item No. Description of Records Series (Program, forms, etc.) Authorized Retention Period & Instructions 37 Administrative Care Coordination Unit (ACCU) 37A Retain for six (6) years, and then destroy, with the following exception: if A. Client Case Files (Inactive) include name, address records are scanned, scan to Maryland State and referrals from various sources, follow-up visits or Archives standards, and then destroy paper contact to resolve Medicaid and Managed Care Organization issues on behalf of clients, as well as originals. Retain scans for six (6) years, and copies of correspondence sent to client. then destroy. 37B Retain quarterly reports until annual B. ACCU Reporting Files Annual reports sent to the reports are generated; then destroy quarterly Maryland Medicaid Program. reports. Retain annual reports permanently. Transfer annual reports every (5) years to the State Archives. Partner Service Program 38 Outreach program for the individuals that have a 38 Retain for six (6) years, and then destroy, sexually transmitted infection and their partner(s) in order to link them with treatment. File contains outreach with the following exception: if records are efforts, copies of morbidity information, and progress scanned, scan to Maryland State Archives notes. standards, and then destroy paper originals. Retain scans for six (6) years, and then Cancer Program destroy. 39 A Breast and Cervical Cancer Program Patient medical records, reports and new caller 1. 39A1 Retain for ten (10) years, and then database. 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 2. Patient records of bills processed then destroy. 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 3. Client intakes with no response from client for then destroy. enrollment. 39A3 Retain for one (1) year, and then destroy.

SCHEDULE NUMBER <u>2703</u>

RECORDS RETENTION AND DISPOSAL SCHEDULE

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DEPARTMENT OF HEALTH & MENTAL HYGIENE					
LOCAL HEALTH DEPARTMENTS					
Item No.	Description of Records Series (Program, forms, etc.)				
		Authorized Retention Period & Instructions			
39.	 B. Breast and Cervical Cancer Expanded Services Programs This file contains patient medical records, reports and reimbursement records for diagnosis and treatment of patients. 	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.			
	 C Colon Cancer Screening Program 1. Patient medical records, reports and new caller database. 	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.			
3	2. Patient records of bills processed	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.			
	 Client intakes with no response from client for enrollment. 	39C3 Retain for one (1) year, and then destroy.			
40	<u>Health Records</u> These files include all health records not covered above. A. Children Records	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.			
	B. Adult	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.			

SCHEDULE 1703

RECORDS RETENTION AND DISPOSAL SCHEDULE

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DEPARTMENT OF HEALTH & MENTAL HYGIENE LOCAL HEALTH DEPARTMENTS

em No.	Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions	
41.	Forensic Examination Records		
	These files include physical examination of potential abused victims, video of examination, results and related documentation.	41 Retain for one hundred (100) years, and then destroy, with the following exception: records are scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain scans for one hundred (100 years, and then destroy.	
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