

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
BOARD OF NURSING

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
	<p>This Schedule supersedes Schedule 2318.</p> <p>All documents pertaining to:</p> <p>1. <u>MINUTES OF THE BOARD</u></p> <p>2. <u>ANNUAL REPORTS</u></p> <p>3. <u>COMMITTEES PER STATUTE AND REGULATIONS OR AD HOC BOARD COMMITTEES</u></p> <p>4. <u>NURSING EDUCATION PROGRAM, CERTIFICATION TRAINING PROGRAM</u></p> <p>a. Institutions/Facility Nursing & Nursing Assistant education programs</p> <p>b. Nursing program accreditation bodies</p> <p>c. Curricula</p> <p>d. Annual Reports</p> <p>e. Survey Reports</p> <p>f. Faculty Lists</p> <p>g. Education program prospectuses</p> <p>h. Course outlines, descriptions, etc.</p> <p>i. Program closures</p>	<p>1. Retain permanently. Send to State Archives every five (5) years.</p> <p>2. Retain permanently. Send to State Archives every five (5) years.</p> <p>3. Retain permanently. Retain in office for five (5) years, then transfer to State Archives.</p> <p>4.</p> <p>a. Retain five (5) years, then destroy.*</p> <p>b. Retain ten (10) years, then destroy.*</p> <p>c. Permanent. Transfer to State Archives every ten (10) years.*</p> <p>d. Retain ten (10) years, then destroy.*</p> <p>e. Retain five (5) years, then destroy.*</p> <p>f. Retain two (2) years, then destroy.*</p> <p>g. Retain two (2) years, then destroy.*</p> <p>h. Retain five (5) years, then destroy.*</p> <p>i. Permanent. transfer to State Archives every ten (10) years.*</p> <p>*Retain for (specified years), then destroy, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for ninety (90) days, then destroy. The image must then be managed by the above retention statement.</p>

APPROVED BY: (DHMH Official)

DATE:

29 June 15

SIGNATURE:

Mary Kay Hoetter

NAME/TITLE:

Executive Director

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE:

8-28-15

SIGNATURE:

Timothy D. Baker

NAME/TITLE: Timothy D. Baker, STATE ARCHIVIST

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5.	<p><u>LICENSURE AND CERTIFICATION</u></p> <p>a. Licensure Files-Licensed Practical Nurses (LPN), Registered Nurses (RN), Advanced Practice Registered Nurses (APRN), and Electrologists, & Direct Entry Midwives</p> <p>b. Certification Files-Nursing Assistants (NA) and Medication Technicians (MT)</p> <p>c. Licensure Databases-ie, My License Office (MLO), Licensing Application Renewal System (LARS), etc.</p> <p>d. Examination Results for all applicable Licensees/Certificate Holders</p> <p>e. Temporaries</p> <p> i. Applications</p> <p> ii. Licensure (register)</p> <p>f. APRN Attestations (prior to October 1, 2015)</p>	<p>5.</p> <p>a. Enter into database, then destroy paper. Retain database permanently, transfer to State Archives every ten (10) years.</p> <p>b. Enter into database, then destroy paper. Retain database permanently, transfer to State Archives every five (5) years.</p> <p>c. Enter into database, then destroy paper. Retain database permanently, transfer to State Archives every five (5) years.</p> <p>d. Enter into database, then destroy paper. Retain database permanently, transfer to State Archives every five (5) years.</p> <p>e. i. Enter into database, then destroy paper. Retain database permanently, transfer to State Archives every five (5) years.</p> <p> ii. Enter into database, then destroy paper. Retain database permanently, transfer to State Archives every five (5) years.</p> <p>f. Retain permanently. Enter into database. Transfer to State Archives on or before December 31, 2015.</p>
6.	<p><u>CRIMINAL HISTORY RECORDS CHECK (CHRC)</u></p>	<p>6. Retain documents until they are no longer needed and no more than 12 months, then destroy securely.</p>
7.	<p><u>CERTIFIED NURSING ASSISTANT (CNA) REGISTRY</u></p>	<p>7. Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
8.	<p><u>GENERAL CORRESPONDENCE</u> Incoming non-administrative correspondence, faxes, emails, etc. dealing with substantive issues, and copies of the Board's responses, including Public Information Act (PIA) requests and responses.</p>	<p>8. Retain all substantive correspondence for one (1) year, including Public Information Act requests and responses, then destroy.</p>

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9.	<p><u>SPECIAL PROJECTS FILE</u>: Materials compiled to perform special projects, studies, or make recommendations for various issues related to the nursing profession.</p> <ul style="list-style-type: none"> a. Working Papers (Upon Completion) b. Completed Files Support Documentation c. Completed Final Report 	<p>9.</p> <ul style="list-style-type: none"> a. Destroy when no longer needed. b. Transfer to State Records Center periodically as necessary, then destroy five years after creation. c. Permanent. Transfer to State Archives every five (5) years.
10.	<p><u>INVESTIGATORY FILE</u> (Non-referred to Disciplinary Unit)</p>	<p>10. Scan paper records of (1) the complaint and (2) any report of investigation produced as a result of that complaint to Maryland State Archives Standards. Retain hard copies for ninety (90) days, then destroy. Retain scans for five (5) years, and then destroy.</p>
11.	<p><u>FINAL DISCIPLINARY ORDERS OF THE BOARD</u> (unless otherwise provided all retained documents should be maintained both electronically and in paper. Any paper copies retained may be destroyed after five (5) years):</p> <ul style="list-style-type: none"> a. Consent Orders and Letters of Surrender: b. Default Orders: c. Non-Default Orders: 	<p>11.</p> <ul style="list-style-type: none"> a. Scan paper to Maryland State Archives standards. Retain paper five (5) years, then destroy. Retain images fifty (50) years, then destroy. b. Scan paper to Maryland State Archives standards. Retain paper five (5) years, then destroy. Retain images fifty (50) years, then destroy. c. Scan paper to Maryland State Archives standards. Retain paper five (5) years, then destroy. Retain images fifty (50) years, then destroy.