

## RECORDS RETENTION AND DISPOSAL SCHEDULE

**DEPARTMENT OF HEALTH & MENTAL HYGIENE  
OFFICE OF PLANNING & CAPITAL FINANCE**

Item No.	Series Title and Description of Records	Authorized Retention Period
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**This Schedule amendment supersedes items 5,6,7 of Schedule 2335**

**Section II-Division of Engineering & Maintenance**

17	<p><b>PROGRAM MANAGEMENT SERIES- DHMH Facilities</b> Consists of program files (not individual projects) for various initiatives such as asbestos management, energy conservation, environmental compliance, OSHA compliance, security, etc. May include monthly reports, setting priorities, coordination and implementation directives, etc</p> <p>A. TYPE I -Routine Programs -Operating Budget Projects</p> <p>B. TYPE II- Capital Budget / Infrastructure Type Projects Life Safety Program, HVAC upgrade, etc.</p>	<p>17. Screen files periodically, removing duplicates and early versions of documents when no longer needed. Large files may be subdivided into annual folders. Move files more than three (3) years old to an inactive file, if no longer in use.</p> <p>A. Transfer inactive records to the Records Center for three (3) additional years retention then destroy.</p> <p>B. Transfer inactive records to the Records Center for ten (10) additional years then destroy if no longer needed.</p>
18	<p><b>PROJECT FOLDERS</b> Filed by Project Number or Facility/Building Name, these folders may contain some of the following information: ...Bid Documents, contracts, change orders, amendments ...Project Justification Form ...Specifications, drawings, maps, sketches ...Blueprints, photos/digital graphics files ...Progress charts, tracking forms, interim and final reports ...Copies of estimates, budget Information, etc.</p> <p>A. TYPE I- Routine Projects- Operating Budget Projects</p> <p>B. TYPE II- Capital/Infrastructure Project</p>	<p>18. Upon completion of project, screen file for duplicates or superseded copies, working papers including notes, estimates / projections that are no longer needed, then destroy items removed. <u>HOLD all records on projects that are terminated or whenever potential legal action may be anticipated.</u></p> <p>18 . Retain in office for three (3) years after completion, then transfer to Records Center for three (3) more years, then destroy.</p> <p>18B. Retain in office for three (3) years after completion. Transfer to the Records Center for twenty-two (22) more years, and then destroy files that are no longer needed.</p>
19	<p><b>DEM REPORT FILE SERIES</b> Weekly, Monthly and Annual Reports on project justifications, operating budget projects, capital budget projects, life safety projects, asbestos projects, energy program, etc</p>	<p>19 Maintain annual folders for each report. Retain files in house for five (5) years, and then destroy.</p>

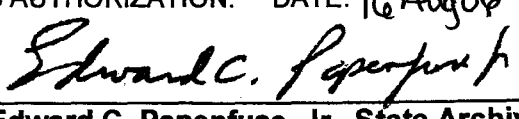
DHMH OFFICIAL APPROVAL: DATE: **JUL 12 2006**

Signature

  
Elizabeth Bernard, Director, OPCF

ARCHIVES AUTHORIZATION: DATE: **16 Aug 06**

Signature:

  
Edward C. Papenfuse, Jr., State Archivist