

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION

SCHEDULE  
NUMBER 2103

RECORDS RETENTION AND DISPOSAL SCHEDULE

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DEPARTMENT OF HEALTH & MENTAL HYGIENE

DEPUTY SECRETARY FOR OPERATIONS - VITAL STATISTICS ADMINISTRATION - DIVISION OF VITAL RECORDS

Item No.	Record Series Description	Retention
1.	<p><b>This Schedule supersedes Schedules 222 and 230.</b> *****</p> <p>All DHMH-Division of Vital Record Information is to be maintained, released, and shared in accordance with the Maryland Privacy Act and other applicable statutes and regulations.</p> <p><u>Birth Certificates</u> Original hard copies are maintained at DVR from 1925 to present. Microfilm copies are also maintained at DVR.</p> <p>Prior to 1925, Hard copies are at Maryland State Archives, see Item 2-Index to Birth Certificates</p> <p>Birth files after 1942 are also maintained electronically.</p>	<p>Retain original hard copies permanently. Send to Archives periodically.</p> <p>Periodically send microfilm copies and copies of electronic files to Archives.</p>
2.	<p><u>Index to Birth Certificates</u></p> <p><i>All MD Counties(not Baltimore City)</i> 1898- 1919 In 18 book volumes 1920- 1972 On index cards + microfilm 1973-Present book volumes.</p> <p><i>Baltimore City</i> 1875- 1917 On microfilm 1918- 1973 On index cards + microfilm 1973-Present book volumes.</p> <p>Indexes for all certificates from 1922 to present are also maintained electronically.</p>	<p>Retain book volumes, index cards, and microfilm permanently. Send to Archives periodically.</p> <p>Retain book volumes, index cards, microfilm permanently. Send to Archives periodically.</p> <p>Send electronic file index to Archives periodically.</p>
3.	<p><u>Delayed Birth Certificates</u> Original hard copies of Delayed Birth Certificates, including applications and evidence used to create them, from 1875 for Baltimore City, 1898 for all other Counties, to present, are maintained at DVR. Microfilm copies of delayed birth certificates, applications, and evidence are also maintained.</p>	<p>Retain original hard copies, and microfilm copies of delayed birth certificates, applications, and evidence permanently. Send to archives periodically.</p>

APPROVED BY: (Agency Official)  
DATE: January 30, 2001  
SIGNATURE: *Geneva S. Sparks*  
NAME/TITLE: Geneva Sparks, State Registrar

AUTHORIZED BY: (State Archivist)  
DATE: FEB 13 2001  
SIGNATURE: *Edward C. Papenfuse Jr*  
NAME/TITLE: Edward C. Papenfuse, Jr., State Archivist

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4.	<p><u>Death Certificates</u> Original hard copies of death certificates are maintained at DVR.</p> <p>A microfilm copy of all death certificates from 1911 to present for all Maryland counties, and from 1875 to present for Baltimore City, is maintained at DVR.</p> <p>Last page of Death Certificate is the Burial Permit, See Item #11.</p>	<p>Retain original hard copies of death certificates permanently. Send to Archives periodically.</p> <p>Also send microfilm of death certificates to archives periodically.</p>
5.	<p><u>Index to Death Certificates</u> A card index of death certificates is maintained from 1969 to 1972 for all counties, and from 1951 to present for Baltimore City. Book Volumes are maintained after 1973 for Counties and Baltimore City.</p> <p>Electronic File are also maintained.</p>	<p>Retain original index cards, and volumes permanently. Send to Archives periodically.</p> <p>Send electronic files To Archives periodically.</p>
6.	<p><u>Fetal Death Certificates</u> Fetal deaths hard and microfilm copies are maintained for Baltimore City &amp; Counties at DVR.</p> <p>Electronic Index File also maintained.</p>	<p>Retain original hardcopy and microfilm copies of fetal death certificates permanently. Send to Archives periodically.</p> <p>Periodically send electronic files to Archives.</p>
7.	<p><u>Marriage Certificates</u> DVR maintains hard and microfilm copies of certificates for all marriages occurring in Maryland from June 1951 to present.</p>	<p>Retain original hard and microfilm copies permanently. Send to Archives periodically.</p>

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8.	<p><u>Index of Marriage Records</u> Index is maintained in book volumes from 1951 to present.</p> <p>Electronic Index File also maintained.</p>	<p>Retain original index volumes permanently.</p> <p>Send Index volumes, electronic files to Archives periodically.</p>
9.	<p><u>Divorce/Annulment Forms</u> DVR maintains microfilm copies of divorce and annulment forms processed in Maryland from July, 1961 to present. Original hard copies of divorce and annulment are maintained at DVR.</p> <p>Card index of Divorce/Annulment information available from July 1961-1972. Book volumes for 1973 to present.</p>	<p>Retain hard and microfilm copies permanently. Send to State Archives periodically.</p> <p>Also send copy of card index, book volumes to Archives periodically.</p>
10.	<p><u>Affidavit of Parentage</u> Since 10/1995, this form has been prepared when parents of a child are not married at child's birth. Microfilm copies are also maintained.</p>	<p>Retain hard and microfilm copies permanently. Send to Archives periodically.</p>
11.	<p><u>Burial Permits</u> This Permit is the last page of the Death Certificate, and serves as a permit to transport a body for final disposition.</p>	<p>Retain permanently. Send to Archives periodically.</p>

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Item No.	Record Series Description	Retention
12.	<p><u>Certificates Under Seal</u></p> <ul style="list-style-type: none"> <li>■ Certificate of Adoption</li> <li>■ Report of Legitimation / Affidavit of Natural Father</li> <li>■ Affidavit of Natural Parents</li> <li>■ Affidavit of Adjudication of Paternity</li> <li>■ Other Certificates</li> </ul> <p>Original hard copy of Birth certificate, with relevant certificate(s) under seal, and any related documentation, are maintained by DVR, and microfilmed.</p>	<p>Retain original hard copies of Birth certificates, certificates under seal, and related documentation permanently. Send to Archives periodically.</p> <p>Microfilm is retained at DVR permanently.</p>
13.	<p><u>DVR Administrative Forms</u></p> <ul style="list-style-type: none"> <li>■ Request for Correction/Amendment to Death Certificate</li> <li>■ Request for Correction/Amendment to Fetal Death Certificate</li> <li>■ Supplemental Report of Cause of Death</li> <li>■ Affidavit to Correct Or Add Given Name to Certificate of Birth</li> <li>■ Affidavit to Change the Name on a Certificate of Birth within Twelve Months of Birth</li> <li>■ Other Administrative forms</li> </ul> <p>Notarized and/or signed forms are maintained at DVR.</p>	<p>Maintain forms at DVR until microfilming has been verified, then destroy.</p> <p>Retain microfilm copy permanently. Send to Archives periodically.</p>
14.	<p><u>Applications for Certificates</u></p> <p>The following are either over-the-counter or mail-in applications:</p> <ul style="list-style-type: none"> <li>■ Application for Copy/Abstract of Birth Certificate</li> <li>■ Application for a copy of a Death Certificate</li> <li>■ Application for a Copy of a Marriage Certificate</li> </ul>	<p>Retain for three (3) years and until all audit requirements are fulfilled, then destroy. Maintained at DVR for 6 months then transfer to State Records Center.</p>
15	<p><u>Administrative Correspondence</u></p> <p>Hard copies of incoming and outgoing letters, faxes, and other memos concerning functions of DVR.</p>	<p>Set up new folders annually, dispose of non-record material which is no longer needed. Retain for three more years either in office or at records center, then destroy.</p> <p>Information which shows the development of the Division or Department, its policies or accomplishments should be transferred to the DVR History file (Item 17) for permanent retention, and eventual transfer to the Archives.</p>

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Item No.	Record Series Description	Retention
16.	<p><u>Accounting Records</u></p> <p>A. <u>General/Misc Accounting Records</u></p> <p>i. <u>Daily Fiscal Reports</u> (Cashier Settlement Report, Bank Deposit Slips, Mail Receipt Reconciliation, Vital check Receipt Report, etc)</p> <p>ii. <u>County Transmittals</u> (Receipt Copies, Check Stubs, Bank Deposit Slips, etc)</p> <p>iii. <u>Federal Enumeration Records</u> (Data Processing Reports, Index of Individual Records Produced, Invoice/Receipt Copies, Check stubs, Bank Deposit Slips, etc)</p> <p>iv. <u>Inter-agency Certificate Documentation</u> (Invoices/receipt copies, check stubs, bank deposit slips, transmittals, etc)</p> <p>v. <u>Petty Cash Reimbursement Sheets</u></p> <p>vi. <u>Petty Cash Reconciliation Sheets</u></p> <p>vii. <u>Security Paper Issuance Log</u></p> <p>viii. <u>Voided Security Paper</u></p> <p>ix. <u>Refund Documentation</u></p> <p>x. <u>Requisitions and Purchase orders</u></p> <p>xi. <u>Paid bills and invoices</u></p> <p>xii. <u>Receiving Reports</u></p> <p>xiii. <u>DAFRT 100/200 Monthly Report</u></p> <p>xiv. <u>Log of Under \$500 Purchases, Phone Bills</u></p> <p>xv. <u>Log of Issuance of Blank Birth/Death Certificates</u></p> <p>xvi. <u>Affidavit of Parenting -invoices and related documentation</u></p> <p>xvii. <u>Other miscellaneous accounting records</u></p> <p><u>B. Budget and Management Records</u></p> <p>Budget estimates, papers, and worksheets; Inventories of materials and supplies, Reports of Fixed Assets, Reports of Materials and Supplies, and other related documentation</p> <p><u>C. Purchasing Records</u></p> <p>Copies of contracts including notices of award, bids, modifications, etc. Supply requisitions, shipping documents, receiving documents, and other purchasing records.</p>	<p>Retain for three (3) years, and until all audit requirements are fulfilled, then destroy.</p> <p>Retain for three years and until all audit requirements are fulfilled, then destroy.</p> <p>Retain for five years and until all audit requirements are fulfilled, then destroy.</p>

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17.	<p><u>DVR History File</u> One copy of all DVR publications, studies, policy documentation, reports, etc. DVR awards, photos, certificates, newspaper clippings, and other publicity. Items screened from correspondence and other administrative records which show the development of the Division or Department.</p>	Retain permanently. Send to Archives periodically.