

# RECORDS RETENTION AND DISPOSAL SCHEDULE

## DEPARTMENT OF HEALTH & MENTAL HYGIENE

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Maryland Health Care Commission

All Division

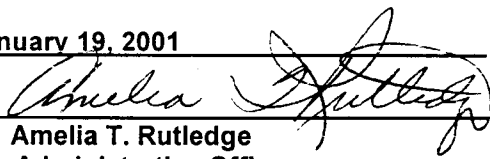
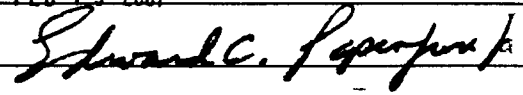
All Units

SECRETARIAT/ADMINISTRATION

OFFICE/DIVISION

BOARD/UNIT

Item No.	Description of Records (Programs, Forms, etc.)	Retention
1.	<p><b>THIS SCHEDULE SUPERCEDES SCHEDULE 711 ITEM 11 AND SCHEDULE 1769 ITEM 1 THRU 12</b></p> <p><b><u>MARYLAND HEALTH CARE COMMISSION MINUTES</u></b></p> <p>Minutes and agenda pertaining to the official policy and regulatory decisions of the Maryland Health Care Commission.</p>	Retain permanently. Periodically transfer to State Archives.
2.	<p><b><u>MARYLAND HEALTH CARE COMMISSION HISTORY FILES</u></b></p> <p>Files contains audit reports, user fee assessments, policy documents, document illustrative of the development &amp; organization of the Commission.</p>	Retain permanently. Periodically transfer to State Archives.
3.	<p><b><u>CERTIFICATION OF NEED PROJECT FILES</u></b></p> <p>Files contain the original Certification of Need application and all pertinent information submitted with the application required for the review process. Files contain both on-going and completed projects.</p>	Retain in office for 5 years after project is docketed. Transfer to record center for (10) additional years, then destroy.
4.	<p><b><u>CERTIFICATION OF NEED GENERAL FILES</u></b></p> <p>Files contains correspondence from hospitals, nursing homes, state facilities substance abuse treatment centers, residential treatment centers and related institutions on exemptions for waiver beds, acquisitions, and capital expenditure exemptions.</p>	Retain in office for five (5) years. Transfer to record center for ten (10) years, then destroy.

APPROVED BY: (DHMH Official)	AUTHORIZED BY: (State Archivist)
DATE: January 19, 2001	DATE: FEB 13 2001
SIGNATURE: 	SIGNATURE: 
NAME/TITLE: Administrative Officer	NAME/TITLE:

<p>5.</p>	<p><b><u>MARYLAND LONG TERM CARE SURVEY</u></b></p> <p>In the Maryland Long Term Care Survey, a uniform, resident-specific data set is collected for all persons occupying long term care beds on December 31 of each year. The Maryland Long Term Care Survey, which is conducted under COMAR 10.24.03, includes four licensure categories:</p> <ul style="list-style-type: none"> <li>A. Adult Day Care Centers</li> <li>B. Chronic Hospitals</li> <li>C. Assisted Living Facilities</li> <li>D. Comprehensive Care/ECF</li> </ul>	<p>Retain in office for three (3) years, then transfer to record center and store for ten (10) additional years, then destroy.</p>
<p>6.</p>	<p><b><u>SUBACUTE CARE SURVEY</u></b></p> <p>Under COMAR 10.24.05, survey participants will be required to provide patient-specific data on all discharged patients as well as program-specific information.</p>	<p>Retain in office for three (3) years, then transfer to record center and store for ten (10) additional years, then destroy.</p>
<p>7.</p>	<p><b><u>MARYLAND HOME HEALTH AGENCY PROFILE REPORT</u></b></p> <p>Key operating, utilization, and financial data for licensed home health agencies are collected.</p>	<p>Retain in office for two (2) years, then transfer to record center and store for ten (10) additional years, then destroy.</p>
<p>8.</p>	<p><b><u>MARYLAND HEALTH CARE COMMISSION ADMINISTRATIVE FILES</u></b></p> <p>Procurement Files  Copy of Contract Awarded  Notice of Award of Contract  Paid Bills and Invoices  Requisitions and purchase orders  Time Sheets  Leave Cards  Renewable Licenses  Monthly report of State funds collected &amp; deposited  Monthly Budget Reports  Quarterly Inventory Reports</p>	<p>Screen annually, retain three years and until all audit requirements are met, then destroy.</p>
<p>9.</p>	<p><b><u>MISCELLANEOUS</u></b></p> <p>Miscellaneous files includes notes, memorandums, computer files, written correspondence, E-mail, etc. Received/Sent by staff, and remaining in their files.</p>	<p>Screen periodically, destroy material which is obsolete, supersede, or no longer required.</p>