<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Records (Programs, Forms, etc.)</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THIS SCHEDULE SUPERCEDES SCHEDULE 711 ITEM 11 AND SCHEDULE 1769 ITEM 1 THRU 12</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>MARYLAND HEALTH CARE COMMISSION MINUTES</td>
<td>Retain permanently. Periodically transfer to State Archives.</td>
</tr>
<tr>
<td></td>
<td>Minutes and agenda pertaining to the official policy and regulatory decisions of the Maryland Health Care Commission.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>MARYLAND HEALTH CARE COMMISSION HISTORY FILES</td>
<td>Retain permanently. Periodically transfer to State Archives.</td>
</tr>
<tr>
<td></td>
<td>Files contains audit reports, user fee assessments, policy documents, document illustrative of the development &amp; organization of the Commission.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>CERTIFICATION OF NEED PROJECT FILES</td>
<td>Retain in office for 5 years after project is docketed. Transfer to record center for (10) additional years, then destroy.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>CERTIFICATION OF NEED GENERAL FILES</td>
<td>Retain in office for five (5) years. Transfer to record center for ten (10) years, then destroy.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

APPROVED BY: (DHMH Official)
DATE: January 19, 2001
SIGNATURE: Amelia T. Rutledge
NAME/TITLE: Administrative Officer

AUTHORIZED BY: (State Archivist)
DATE: FEB 13, 2001
SIGNATURE: [Signature]
NAME/TITLE:
MARYLAND LONG TERM CARE SURVEY

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:

A. Adult Day Care Centers
B. Chronic Hospitals
C. Assisted Living Facilities
D. Comprehensive Care/ECF

SUBACUTE CARE SURVEY

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.

MARYLAND HOME HEALTH AGENCY PROFILE REPORT

Key operating, utilization, and financial data for licensed home health agencies are collected.

MARYLAND HEALTH CARE COMMISSION ADMINISTRATIVE FILES

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 & deposited
Monthly Budget Reports
Quarterly Inventory Reports

MISCELLANEOUS

Miscellaneous files includes notes, memorandums, computer files, written correspondence, E-mail, etc. Received/Sent by staff, and remaining in their files.

Retain in office for three (3) years, then transfer to record center and store for ten (10) additional years, then destroy.

Retain in office for three (3) years, then transfer to record center and store for ten (10) additional years, then destroy.

Retain in office for two (2) years, then transfer to record center and store for ten (10) additional years, then destroy.

Screen annually, retain three years and until all audit requirements are met, then destroy.

Screen periodically, destroy material which is obsolete, supersede, or no longer required.