

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF THE SECRETARY

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
	<p>This schedule supersedes Schedule 1516.</p> <p>1 ADMINISTRATIVE HEARINGS CASE FILES</p> <p>a. Active and Newly Closed Case Files-</p> <p>b. Closed Cases heard by the Secretary or Designee</p> <p>c. Closed Cases heard by the OAH (Office of Administrative Hearings).</p> <p>2. SUBJECT FILE An alphabetical series consisting of materials received by the Secretary's Office including reports, articles, brochures, announcements, and publications with copies of related correspondence or cover letters.</p> <p>3. ORGANIZATION FILE Information on units of the Department including organization and staffing charts, copies of correspondence, news articles, and miscellaneous information, filed under the unit's name.</p>	<p>Retain files in office at least three (3) months after closing in case of an appeal or inquiry. Prepare for storage by screening to remove duplicate/ unnecessary non-record materials. Prepare an alphabetic index of the file names to be placed in each carton.</p> <p>Transfer to State Records Center. Retain for six (6) years from closing date, then destroy.</p> <p>Closed cases received from the OAH will be placed in a holding area and transmittals will be prepared to transfer to the State Records Center. Retain for six (6) years from the closing date, then destroy.</p> <p>Screen periodically, removing and destroying obsolete information or items that are no longer needed.</p> <p>Screen periodically, removing and destroying obsolete information or items that are no longer needed. Information which has historic value or which shows the development of the unit or DHMH will be retained permanently. Transfer periodically to the State Archives.</p>

APPROVED BY: (DHMH Official) DATE: JAN 28 2004

AUTHORIZED BY: (STATE ARCHIVES) DATE: FEB 12 2004

SIGNATURE: SIGNATURE: 

NAME/TITLE: Richard Proctor, DHMH Chief of Staff

NAME/TITLE :Edward C Papenfuse, Jr., STATE ARCHIVIST

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4.	<p>SPECIAL PROJECT /TASK FORCE FILES. Ad hoc study groups, committees, commissions, task forces, or other special projects established by the Secretary to perform a specified function. File includes participating membership information, meeting agenda, notes, research information, interim and final reports, etc.</p>	<p>At completion of project, screen the files removing duplicate and obsolete information. Transfer project files to State Records Center to be retained for ten (10) years, then destroyed.</p> <p>Retain a copy of any final reports or resulting publications in office permanently. Transfer to the State Archives when no longer needed.</p>
5.	<p>INVITATION/ANNOUNCEMENT FILE Letters of announcement , invitations to speak or to attend conferences, meetings, seminars, program openings, and other events.</p>	<p>Screen and extract relevant information for schedules, appointment calendars, and staff notices. Place invitations in folders by month. Retain in office until date has passed and item is no longer needed, then destroy.</p>