

RECORDS RETENTION AND DISPOSAL SCHEDULE

**DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF EMERGENCY PREPAREDNESS AND RESPONSE (OEPR)**

Item No.	Series Title and Description of Records	Authorized Retention Period
	NOTE: Sensitive Information- SHRED	
1	PROGRAM ADMINISTRATIVE FILES A. General subject files containing tech info, program correspondence, speeches, research, contacts, training, etc. B. Fiscal information including cost estimates, procurement, expenditures, grants etc. (Program related, not administrative costs.) C. Inter-office relations including guidelines, memos, notices etc with MEMA, DOJ, DHS, CDC, other emergency response agencies.	1A. Retain for three (3) years , then destroy if no longer needed. 1B. Retain for four (4) years and until all audit requirements are met, then destroy. 1C. File by agency, and retain items for four (4) years , then destroy if no longer needed.
2	OEPR MANAGEMENT SERIES Plans, protocols, logistics, emergency responses, etc.	2. Move to inactive file when replaced or no longer needed. Transfer inactive files annually to records center for five (5) years , then destroy.
3	EXERCISE COORDINATION Exercise notices, plans, situation reports, and after-action reports	3. File in by kind of exercise, in annual folder. Retain current and three (3) previous years folders in office, then destroy files when four (4) years old , if no longer needed.
4	MEDICAL INTELLIGENCE SERIES Emergency room reports, CDC notices, etc. (28 CFR 23) (Back up copy at MCAC)	4. Retain in office for five (5) years , then destroy by shredding, if no longer needed.
5	CONTINUITY OF OPERATIONS PLAN (COOP) Projected operating plans for essential DHMH units in emergency/disaster situations. Electronic format (Database) (Back up at MEMA). SG10-617(e) and SG10-618 (j).	5. Update electronic copy of plan periodically, replacing back up copy as needed. Destroy back up disk when superseded. Paper copy is used for convenience and is non-record -destroy when no longer needed.
6.	VOLUNTEER COORDINATION General volunteer information, committee information, task force correspondence, etc.	6. Retain in office for two (2) years . Transfer to Records Center for three (3) years , and then destroy.
7.	ESF-8 (Emergency Support Function -8) SERIES Includes meeting notice, agenda, notes, and minutes/summary. (Back up copy at MEMA).	7. Retain in office for seven (7) years , then destroy.

APPROVED BY: (DHMH Official) DATE: **MAY 5 2005**SIGNATURE: 

NAME/TITLE: LISA KIRK, DPH, Executive Director

AUTHORIZED BY: (Archives) DATE: **MAY 12 2005**SIGNATURE: 

NAME/TITLE: EDWARD C PAPERFUSE, JR., State Archivist