# DEPARTMENT OF HEALTH AND MENTAL HYGIENE

## DHMH RESIDENTIAL FACILITIES

### THIS SCHEDULE SUPERSEDES SCHEDULES 1421, 1421A, AND 1660.

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<tr>
<th>DESCRIPTION</th>
<th>RETENTION</th>
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| Residents Master Records Series  
includes the resident's identification data,  
authority for admission, personal effects  
inventory, legal and administrative  
documents, psychological and medical  
records, consultation reports, education  
records, disciplinary notes, authorizations  
and consents, correspondence, includes  
both paper and electronic formats. See  
item 5 for financial records.  
Medical records in this records series  
must be maintained in the original  
format unless otherwise noted. | 1a. Adult Residents - Retain for six (6) years  
after discharge and until all audit requirements  
are met, then destroy, unless categories below  
apply.  
1b. Children /adolescent Residents-Retain for  
six (6) years after discharge, or until resident  
is twenty-one (21), whichever is longer, and  
until all audit requirements are met, then destroy  
unless category below applies.  
1c. “Regulation D” Clients- medical records of  
clients in observation who are discharged or  
released before a hearing. Retain records for six  
(6) years or until individual is 21, whichever is  
longer and until all audit requirements are met,  
then destroy.  
Note: Medical records may be scanned or  
microfilmed six (6) years after resident is  
discharged. After copy verification, original  
paper records may be destroyed. |
| RESIDENTS MASTER INDEX (Card)  
includes resident name, address, birth  
date, resident ID number, admission and  
discharge dates, parent/guardian, etc. | 2. Retain permanently. Transfer periodically to  
State Archives. |
| DEATH/DISCHARGE SUMMARY  
includes reason for admission, history,  
physical exam, significant findings,  
procedures performed, services rendered,  
progress during residency, discharge  
notes, condition on discharge, autopsy  
report, cause of death, and death  
certificate, as appropriate. | 3. Retain permanently. Transfer periodically to  
State Archives. |

**APPROVED:** (DHMH Official) **DATE:** MAY 24 2005  
**SIGNATURE:** Michele Gourdine, M.D., Deputy Secretary-Public Health Services

**AUTHORIZED:** (State Archives) **DATE:** JUL 11 2005  
**SIGNATURE:** Edward C. Papenfuse Jr., Maryland State Archivist

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<tr>
<td><strong>INCIDENT REPORTS ON RESIDENTS</strong> - Accidents, altercations, allegations of abuse, unexplained injuries, etc.</td>
<td>4. Retain six (6) years after discharge or until resident is twenty-one (21), whichever is greater, and then destroy.</td>
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<tr>
<td><strong>Resident's Financial Records Series</strong> Including insurance information, social security application, Medicare information, Medicaid information, release of information forms, income eligibility and financial support forms, invoice/payment transaction history, financial agreements, etc.</td>
<td>5. Retain active records in office. Upon death or discharge, hold in office for one (1) year. Transfer to storage for three (3) years and until all audit requirements are met, then destroy.</td>
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<tr>
<td><strong>Resident's Personal Funds Account</strong> Includes account deposit and withdrawal history, copy of periodic statements to patient/trustee, bank account information, Social Security information, power of attorney for financial matters, correspondence, etc.</td>
<td>6. Retain active records in office. Upon death or discharge, move to inactive, hold in office for one (1) year. Transfer to storage for three (3) years and until all audit requirements are met, then destroy.</td>
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