

RECORDS RETENTION AND DISPOSAL SCHEDULE

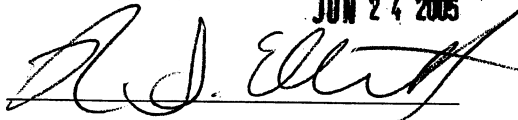
DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF GOVERNMENT AFFAIRS

Item #	Series Title and Description of Records	Authorized Retention Period
	<i>This schedule supersedes Schedule 1187.</i>	
1	LEGISLATIVE BILL FILES Bills that were tracked by DHMH including support documentation, DHMH testimony, background, correspondence, etc. Copy of testimony at DLS Library.	1. Following session each year, screen bill files of the previous year and remove duplicate and non-record materials. Retain record material in office for five more years, and then destroy.
2	JCR (Joint Chairmen Reports) and Legislative Reports Reports required by legislation that are sent to the General Assembly. Copy of report at DLS Library and the DHMH administration/unit that prepared the report.	2. Retain reports in office for five (5) years or until no longer needed, and then destroy.
3	DHMH FISCAL NOTES DHMH projections of the fiscal impact of legislation of the Department scanned to CD. Copy at DLS.	3. Fiscal notes supplement bill files, #1 above. Retain CD in office for five (5) years, and then destroy if no longer needed.
4.	CONTROLLED CORRESPONDENCE A copy of incoming and outgoing correspondence with current or former officials in response to the official's constituents' issues.	4. Maintain folders for each official. Retain correspondence for five (5) years or until no longer needed, and then destroy.
5.	FEDERAL FILES Documents pertaining to Federal legislation with State impact.	5. Retain files in office for five (5) years or until no longer needed, and then destroy.
6	SUBJECT FILES An alphabetically arranged collection of information, reports, correspondence (copies), etc. on subjects related to legislation or constituent issues.	6. Screen files periodically, removing and destroying outdated, non-record materials. Retain records materials in office for four (4) years or until no longer needed, and then destroy.

APPROVED BY: (DHMH Official) DATE:

JUN 24 2005

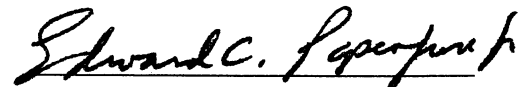
SIGNATURE:



NAME/TITLE: ROBYN S. ELLIOTT, Director, OGA

AUTHORIZED BY: (Archives) DATE: AUG 09 2005

SIGNATURE:



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