

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
VOLUNTEER SERVICES ADMINISTRATION

	DESCRIPTION	RETENTION
1	Volunteer Files- includes applications, placement and evaluation sheets, timesheets, dates/times/hours performed, community service court-ordered volunteer information, repeat offender info, court documents, all info regarding volunteer's work at DHMH, etc.	1. Retain for six (6) years or until no longer needed, then destroy.
2	Communications Files Includes incoming and copy of outgoing correspondence related to volunteers service, such as with courts. May also include saved e-mails that document transactions or communications involving volunteer's service at DHMH.	2. Retain for five (5) years or until no longer needed, then destroy.
3	Auxiliary Audit Reports Annual financial statements of auxiliary or ancillary organizations at DHMH facilities.	3. Retain in office for seven (7) years, then destroy.
4	Statistical Reports includes annual reports on number of volunteers, hours worked, cash and material donations, etc.	4. Retain working papers for one (1) year after report is issued, then destroy. Retain a copy of the report for ten years, then destroy if no longer needed.
5	Subject Files Alphabetically arranged series of folders dealing with topics of ongoing interest to the Volunteer Services Administration	5. Screen periodically, replace out of date information as new info becomes available. Destroy when no longer needed.

AUG 09 2005

APPROVED:(DHMH Official) DATE: JUL 11 2005

SIGNATURE: Fred Hitchcock
Fred Hitchcock, Director

AUTHORIZED:(State Archives)DATE:

SIGNATURE: Edward C. Papenfuse Jr
Edward C Papenfuse Jr, State Archivist