

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
Health Care Finance - Office of Planning

This schedule supersedes schedule 2327, item 3

	DESCRIPTION	RETENTION
1	Planning Unit Record Series Program files including planning, evaluation, and coordination documentation, correspondence, etc.	1. Screen records when closed, removing duplicate and non-record materials. Retain in office until inactive; transfer to the State Records Center for five (5) years ; then destroy.
2	Office of Planning Project Files Project contracts, grants, research files, etc. including correspondence, statistical data, survey forms, and generated data.	2. Retain closed files in office until all audit requirements are met; transfer to the Records Center until five (5) years after closing; then destroy.

APPROVED:(DHMH Official) DATE: **JAN 1 2 2009**

Signature: *Tricia Roddy*
Tricia Roddy, Director of Planning

AUTHORIZED:(State Archives) DATE: **13 May 09**

Signature: *Edward C Papenfuse Jr*
Edward C Papenfuse Jr, State Archivist