<table>
<thead>
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<th>Item No.</th>
<th>Description</th>
<th>Retention</th>
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| 1.      | Appointments and Executive Nominations Files  
Background information files, including but not limited to resumes, applications, personal references, letters of support/nomination, correspondence by DHMH or the Governor for individuals who are considered and/or accepted for appointment or nomination to regulatory boards, councils or commissions under the purview of DHMH.  
a. Active Files – individuals currently serving as an ex-officio or appointed member of a board, council or commission. | Maintain in office. Move individuals file to inactive files upon completion of service. |
|         |             |           |
|         | b. Inactive - Files of individuals who have completed their service on a board, council or commission. | Retain for 20 years, then destroy. |
|         |             |           |
|         | c. Inactive files of individuals not chosen for appointment. | Retain at DHMH for 4 years and then destroy. |

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name

Title

Schedule Authorized by State Archivist

Date

Signature

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health and Mental Hygiene
Office of Appointments and Executive Nominations
This schedule supersedes Schedule 2306

Agency

Division/Unit

Schedule No. Z 698

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