

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	618A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Spring Grove Hospital Center
Mission Statement/Link to division/unit website	https://health.maryland.gov/springgrove/Pages/home.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	618

Preparer Information

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Title of Preparer	Records Officer Designee
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Date	6/15/22

Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/21/2022

State Archivist Approval

State Archivist Signature	<i>[Signature]</i>
Date	9/21/22

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FORM RM-1
REV. 2/75

DEPARTMENT OF GENERAL SERVICE
Records Management Division

SCHEDULE NO. **618**

PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

SPRING GROVE HOSPITAL CENTER

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>PATIENT AND EMPLOYEE X-RAYS</p> <p>These files are composed of x-ray negatives prepared and filed by the hospital for current and separated patients and employees. The majority of these files are chest x-rays, but also included are x-rays of other parts of the body as required by the illness or injury. Each individual x-ray file may contain one or more x-rays covering a period of years as well as reports and diagnoses. The cover of each file gives the name of the person (employee or patient), case numbers for patients, dates of the x-rays, and the parts of the body x-rayed.</p>	<p>RETAIN FOR FIVE (5) YEARS AFTER DATE OF X-RAY, THEN DESTROY.</p> <p>THE EXCEPTION TO THE ABOVE RETENTION SCHEDULE WILL BE THOSE X-RAYS SPECIFICALLY MARKED FOR RETENTION BY THE RADIOLOGIST AND WILL BE RETAINED UNTIL RELEASED FOR DESTRUCTION BY THE RADIOLOGIST.</p> <p>X-RAYS OF JUVENILES (UNDER TWENTY-ONE (21) YEARS OF AGE) SHALL BE RETAINED UNTIL THE JUVENILE REACHES MAJORITY AGE (21), AND FOR FIVE (5) YEARS THEREAFTER, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

Superintendent

Title

6/4/75

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6-23-75
Date

[Signature]
Archivist

7/2/75
Date

[Signature]
Secretary