

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	1124A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	HEALTH SERVICES COST REVIEW COMMISSION
Mission Statement/Link to division/unit website	https://hscrc.maryland.gov/Pages/default.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	1124

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

If scanning, scan to Maryland State Archives standards and destroy originals. Scanned images must be kept in accordance with the same retention periods assigned to the paper version of the record. A certificate of records disposal request must be submitted to the MDH Records Management Office for review and approval prior to the disposal of any record materials identified in this records schedule. This includes paper records that are scanned immediately upon receipt, paper records that have reached maturity and electronic records that have reached maturity. After disposal, a disposal certificate will be filed with the Maryland State Archives by the MDH Records Office.

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health & Mental Hygiene Health Services Cost Review
Commission

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>Accounting Records</p> <ul style="list-style-type: none"> a. Differential Study b. Capital Project c. Disclosure Reports d. Medicare Cost Reports e. Annual Reports f. Miscellaneous 	<p>Retain in office for two years, and transfer to State Records Center; retain in State Records Center for eight years, then destroy.</p>
2.	<p>Legal Records</p> <p>Briefs may include:</p> <ul style="list-style-type: none"> a. Hospital Testimonies b. Disclaimers c. Malpractice claims d. Contract infringements e. Appeals f. Miscellaneous 	<p>Retain in office for two years, and transfer to State Records Center; retain in State Records Center; for ten years, then destroy.</p>
3.	<p>Minutes of the Commission</p> <p>The record of commission meetings covering the official acts of the commission with respect to policy, administrative operations and procedures.</p>	<p>Retain permanently. Transfer periodically to State Archives.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/20/87 *Art Douglas* Fiscal Specialist
Date Signature Title

3/6/87 *Edward J. ...*
Date State Archivist

ART DOUGLAS