

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	1396A2
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Center for HIV Prevention and Health Services
Mission Statement/Link to division/unit website	https://health.maryland.gov/phpa/OIDPCS/CHP/pages/Home.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	1396A1 and 1396

Preparer Information

Name of Preparer	Walter Zerrlaut
Title of Preparer	Records Officer Designee
Preparer Email Address	walter.zerrlaut@maryland.gov
Preparer Telephone Number	410-767-3598
Date	6/15/22

Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/16/2022

State Archivist Approval

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

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DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO 1396

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health & Mental Hygiene
Epidemiology & Prevention

AIDS Administration
Youth Outreach Program

AGENCY		DIVISION
Item No.	Description	Retention
1	LOCAL GOVERNMENT SURVEY Survey on AIDS in specified counties in MD	* RETAIN PERMANENTLY
2	GOVERNOR'S TASK FORCE ON AIDS Documents, materials, and general correspondence pertaining to Task Force.	* RETAIN PERMANENTLY
3	AIDS GENERAL CORRESPONDENCE	* RETAIN PERMANENTLY
4	AIDS RECOMMENDATIONS Documents pertaining to policies, procedures, and proposals by authorized personnel.	* RETAIN PERMANENTLY
5	MD STATE WIDE PROJECT FOR AIDS EDUCATION & RISK REDUCTION General correspondence, proposals, projects, agreements, and information concerning project. * NOTE: Transfer Periodically to State Archives.	* RETAIN PERMANENTLY

ALSO SEE SCHEDULE # 1396 A1
ATTACHED

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

6/21/91 Joseph J. Dorman
Date Signature Title
Asst Director

11/2/91 [Signature]
Date State Archivist

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

Schedule No. 1396A1

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Agency Department of Health and Mental Hygiene Division/Unit AIDS Administration Grants & Contracts

Item No.	Description	Retention
6	<p>ADDITION TO SCHEDULE # 1396</p> <p>CONTRACTS AND UNIFIED GRANT AWARDS</p> <p>Documents, materials and correspondence pertaining to Contracts, Memorandum of Understanding, Grants, RFP's, and Unified Grant Awards.</p>	<p>RETAIN FOR 10 YEARS</p> <p>Maintain in office for a minimum of 3 years or until audited, whichever is longer. Transfer to storage for remainder of ten (10) years.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 4/21/95
 Signature Joseph T. Horman (jph)
 Typed Name Joseph T. Horman
 Title Acting Director

Schedule Authorized by State Archivist
 Date 5/2/95
 Signature [Signature]