

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	1657A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	All Hospital Centers
Mission Statement/Link to division/unit website	https://health.maryland.gov/Pages/facilities.ASPX

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	1657

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	6/16/2022

State Archivist Approval

State Archivist Signature	<i>[Handwritten 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

Schedule No. 1657

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Agency: DEPARTMENT OF HEALTH AND MENTAL HYGIENE
 Division/Unit: All Hospital Centers, Centers, Institutions

Item No.	Description	Retention
1.	<p>This schedule supersedes the following: #982, #1045, #795, #691, #728 #1041, #1207 and #656.</p> <p><u>ACCOUNTING RECORDS</u> This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. <u>General Accounting Records</u> Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u> Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years then destroy.</p> <p>Retain permanently. Transfer to State Archives periodically.</p> <p>Retain permanently. Transfer to State Archives periodically.</p>

Approved by Department, Agency, or Division Representative.
 Date 4/25/95
 Signature [Signature]
 Typed Name Robert W. Eastridge
 Title Dep. Sec. for Operations

Schedule Authorized by State Archivist
 Date 5/21/95
 Signature [Signature]
EDWARD C. PAPENFUSE

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Division/Unit
 All Hospital Centers,
 Centers, Institutions

Item No.	Description	Retention
	<p><u>C. Budget and Fiscal Planning Records</u> Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action</p> <p><u>D. Payroll Accounting Records</u> Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p> <p><u>E. Miscellaneous Accounting Records</u> Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State, and Federal) Paid Voucher and Work Sheets Expense Accounts</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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

Division/Unit

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

All Hospital Centers,
 Centers, Institutions

Item No.	Description	Retention
	<p>F. <u>Purchasing Records</u></p> <ul style="list-style-type: none"> Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions) <p>G. <u>Clinical Reports (Invoices)</u></p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for two (2) years, then destroy.</p>