

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2020A4
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Office of Facilities Management and Development
Mission Statement/Link to division/unit website	https://health.maryland.gov/ocpbes/Pages/HOME.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2020, 2020A1, 2020A2 and 2020A3

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>[Handwritten Signature]</i>
Date	3/28/23

This amendment combines schedules 2020, 2020A1, 2020A2 and 2020A3.

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.

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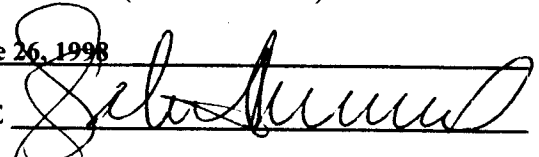
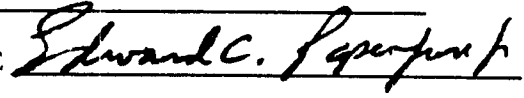
DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretariat for Operations
SECRETARIAT/ADMINISTRATION

Office of Planning and Capital Financing
OFFICE/DIVISION

BOARD/UNIT

Item No.	Description of Records (Programs, Forms, etc.)	Retention
1.	<p><u>PERSONNEL FILES</u></p> <p>This series includes papers pertaining to individual employees in this office/unit. Each folder may contain copies of some or all of the following documents:</p> <ul style="list-style-type: none"> A. Application B. MS 22 C. Personnel Correspondence D. Employee Correspondence E. Reclassification Information F. Resignation Letter 	<p>Maintain folders for all active employees; screen periodically. Destroy information which is over 5 years old and no longer needed. When employee leaves, move folders to inactive file. Retain for 5 years or until audited, then destroy.</p>
2.	<p><u>PERSONNEL MEDICAL FILES</u></p> <p>This series consists of documentation provided by employees for sick leave of 5 or more consecutive days and documentation for ongoing medical problems.</p>	<p>Screen periodically. Destroy information which is over 5 years old and no longer needed. When employee leaves, move folders to inactive file. Retain for 5 years or until audited, then destroy.</p>

<p>APPROVED BY: (DHMH Official)</p> <p>DATE: <u>June 26, 1998</u></p> <p>SIGNATURE </p> <p>NAME/TITLE: <u>Elizabeth G. Barnard, Director</u></p>	<p>AUTHORIZED BY: (State Archivist)</p> <p>DATE: <u>AUG 24 1998</u></p> <p>SIGNATURE </p> <p>NAME/TITLE: _____</p>
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3.	<p><u>GENERAL ADMINISTRATIVE FILES</u></p> <p>This series contains the record copy of incoming correspondence. It includes correspondence between the Office of Planning and Capital Financing and the Department of Health and Mental Hygiene (DHMH) facilities, as well as correspondence with other DHMH offices and other State agencies. This series also includes information handouts from other DHMH offices and State agencies.</p>	<p>Screen files periodically; destroy information which is over 5 years old and no longer needed.</p>
4.	<p><u>OFFICE/DEPARTMENT ARCHIVAL FILES</u></p> <p>This series contains information screened from files which shows the development of the office and/or DHMH. These files include a copy of the DHMH Executive Plan for the years 1983-1989.</p>	<p>Retain in office until no longer needed, then transfer to the Maryland State Archives.</p>
5.	<p><u>READING FILE</u></p> <p>The Reading file is an annual file, in chronological sequence, of the "record" copy of all outgoing correspondence.</p>	<p>Retain in office for 5 years, transfer to State Records Center for 5 more years, then destroy.</p>
6.	<p><u>TIMEKEEPING FILES</u></p> <p>This series is a compilation of timekeeping sheets for each employee in the unit.</p>	<p>Retain in office for 5 years until audit requirements have been met, then destroy.</p>

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7.	<p><u>CAPITAL IMPROVEMENT PROGRAM CIP NOTEBOOKS</u></p> <p>The CIP provides funding for capital projects at DHMH facilities. This record series includes notebooks containing the Department of Health and Mental Hygiene capital improvement program for the previous 15 years. It also includes CIP forms and correspondence between OPCF and the Department of Budget and Management.</p>	<p>Retain in office for 10 years, transfer to State Records Center for 5 more years, then destroy.</p>
8.	<p><u>PROGRAM STATEMENT FILES</u></p> <p>This series contains a copy of all DHMH requests for a capital project. Each capital project file contains all documents relating to the preparation of a program statement and the request for capital funding for the project. Each folder may contain some or all of the following documents:</p> <ul style="list-style-type: none"> A. Detailed program statement B. Correspondence between Office of Planning and Capital Financing and facility requesting project C. Correspondence between Office of Planning and Capital Financing and the Departments of Budget & Management (DBM) and General Services (DGS) D. Prior submissions of program statement to DBM and DGS 	<p>Retain in office for 5 years after project is completed or after project is put on hold. Transfer to State Records Center for 10 more years, then destroy.</p>

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9.	<p><u>HANDICAPPED-ACCESS PROGRAM FILES</u></p> <p>This series contains all DHMH documentation of the need for accessibility modifications at DHMH facilities. These records include:</p> <p>A. General Files - Department-wide correspondence with other agencies</p> <p>B. Individual facility files with all versions of transition plan for that facility</p> <p>C. Videotapes of bathrooms, bedrooms, parking areas, etc. needing modification</p> <p>D. Annual Requests for Access Maryland Funds</p> <p>E. ADA Transition Plans</p> <p>F. Individual Project Files</p>	<p>A. B. and C.) Retain in office until no longer active; transfer to State Records Center for 10 years, then destroy.</p> <p>D. and E.) Retain in office for 5 years; transfer to State Records Center for 10 more years, then destroy.</p> <p>F.) Retain project files in office for 5 years beyond completion date or deferral date; transfer to SRC for 10 years, then destroy.</p>

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10.	<p><u>COMMUNITY BOND AND ADULT DAY CARE FILES</u></p> <p>This series contains all DHMH documentation pertaining to the projects funded through this grant program. These records include:</p> <ul style="list-style-type: none"> A. Grant Application B. Approval Letter C. Board of Public Works Agenda Item D. Grant Payment Requests E. Other Project Correspondence 	<p>Retain in office for 5 years; transfer to State Records Center for an additional 25 years, then destroy. (State has 30-year right-of-recovery).</p>

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11.	<p><u>NURSING HOME BOND FILES</u></p> <p>This series contains all DHMH documentation pertaining to the projects funded through this grant program. These records include:</p> <ul style="list-style-type: none"> A. Grant Application B. Approval Letter C. Board of Public Works Agenda Item D. Grant Payment Requests E. Other Project Correspondence 	<p>Transfer to State Records Center until 15 years old, then destroy. (State has a 15-year right-of-recovery.)</p>
12.	<p><u>PROPERTY TRANSACTIONS</u></p> <p>This series contains documents relating to lessees who occupy space at DHMH facilities. These records include:</p> <ul style="list-style-type: none"> A. Correspondence B. Leases C. Easements D. Right-of-way Documents E. Memorandums of Understanding 	<p>Retain in office until no longer active; transfer to State Records Center for 10 years, then destroy.</p>

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13.	<p><u>HISTORIC PRESERVATION FILES</u></p> <p>This series contains copies of all reports of historic architecture and archeological studies of DHMH facilities.</p>	<p>Retain in office until no longer needed, then transfer to the Maryland State Archives.</p>
14.	<p><u>MAP FILES</u></p> <p>The map files contain maps of each DHMH facility. These files include property, tax, zoning, topography, site, and highway maps.</p>	<p>Retain in office until superseded or updated, or until facility is no longer under DHMH control. Then transfer to receiving State agency, or retain in office 5 years after property transfer occurs; transfer file to SRC for 10 years, then destroy.</p>

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15.	<p><u>MARYLAND COMMISSION ON WOMEN'S HEALTH</u></p> <p>This series includes all records pertaining to the formation of the Commission and its work to date. These records include:</p> <ul style="list-style-type: none"> A. Executive Orders B. Briefing Books C. Agenda D. Minutes E. Reports Generated by Commission F. Correspondence G. Expo Materials H. Articles and Pamphlets on Women's Health Issues I. Mailing Lists 	<p>A. - E.) Permanent; retain in office for 10 years, then transfer to Maryland State Archives.</p> <p>F. - I.) Retain in office for 10 years; transfer to State Records Center for 5 years, then destroy.</p>

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16.	<p><u>SPECIAL PROJECTS</u></p> <p>This series includes support documentation and special reports developed by the unit at the request of the Secretary or legislature:</p> <p>A. Reports</p> <p>B. Support Documentation</p>	<p>Permanent; retain reports in office for 10 years, then transfer to Maryland State Archives.</p> <p>Retain in office until no longer needed; transfer to State Records Center for 10 years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE

**DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF PLANNING & CAPITAL FINANCE**

Item No.	Series Title and Description of Records	Authorized Retention Period
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This Schedule amendment supersedes items 5,6,7 of Schedule 2335

Section II-Division of Engineering & Maintenance

17	<p>PROGRAM MANAGEMENT SERIES- DHMH Facilities Consists of program files (not individual projects) for various initiatives such as asbestos management, energy conservation, environmental compliance, OSHA compliance, security, etc. May include monthly reports, setting priorities, coordination and implementation directives, etc</p> <p>A. TYPE I -Routine Programs -Operating Budget Projects</p> <p>B. TYPE II- Capital Budget / Infrastructure Type Projects Life Safety Program, HVAC upgrade, etc.</p>	<p>17. Screen files periodically, removing duplicates and early versions of documents when no longer needed. Large files may be subdivided into annual folders. Move files more than three (3) years old to an inactive file, if no longer in use.</p> <p>A. Transfer inactive records to the Records Center for three (3) additional years retention then destroy.</p> <p>B. Transfer inactive records to the Records Center for ten (10) additional years then destroy if no longer needed.</p>
18	<p>PROJECT FOLDERS Filed by Project Number or Facility/Building Name, these folders may contain some of the following information: ...Bid Documents, contracts, change orders, amendments ...Project Justification Form ...Specifications, drawings, maps, sketches ...Blueprints, photos/digital graphics files ...Progress charts, tracking forms, interim and final reports ...Copies of estimates, budget Information, etc.</p> <p>A. TYPE I- Routine Projects- Operating Budget Projects</p> <p>B. TYPE II- Capital/Infrastructure Project</p>	<p>18. Upon completion of project, screen file for duplicates or superseded copies, working papers including notes, estimates / projections that are no longer needed, then destroy items removed. <u>HOLD all records on projects that are terminated or whenever potential legal action may be anticipated.</u></p> <p>18 . Retain in office for three (3) years after completion, then transfer to Records Center for three (3) more years, then destroy.</p> <p>18B. Retain in office for three (3) years after completion. Transfer to the Records Center for twenty-two (22) more years, and then destroy files that are no longer needed.</p>
19	<p>DEM REPORT FILE SERIES Weekly, Monthly and Annual Reports on project justifications, operating budget projects, capital budget projects, life safety projects, asbestos projects, energy program, etc</p>	<p>19 Maintain annual folders for each report. Retain files in house for five (5) years, and then destroy.</p>

DHMH OFFICIAL APPROVAL: DATE: **JUL 12 2006**

Signature

Elizabeth Bernard
Elizabeth Bernard, Director, OPCF

ARCHIVES AUTHORIZATION: DATE: **16 Aug 06**

Signature:

Edward C. Papenfuse, Jr.
Edward C. Papenfuse, Jr., State Archivist