# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

| **Schedule Number** (To be completed by DGS/Records Management Division) | *2099A* |
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## Agency Information

| Department / Agency | Maryland Department of Health |
|---|---|
| Division / Unit | **Office of Enterprise Technology** |
| Mission Statement/Link to division/unit website | https://health.maryland.gov/oit/Pages/home.aspx |

## Schedule Information

| Supersedes Schedule(s) | |
|---|---|
| Amends Schedule(s) | 2099 |

## 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 | *Greer A. Dorsey* |
| Date | 6/16/2022 |

## State Archivist Approval

| State Archivist Signature | *[signature]* |
|---|---|
| Date | 9/21/22 |

DGS 550-14 (REV. 7/17)

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.

# RECORDS RETENTION AND DISPOSAL SCHEDULE

## DEPARTMENT OF HEALTH & MENTAL HYGIENE

| SECRETARIAT/ADMINISTRATION | OFFICE/DIVISION | BOARD/UNIT |
|---|---|---|
| Dep. Sec. for Operations/Infor. Resources Mgmt. Administration - All Divisions | | |

| Item No. | Description of Records (Programs, Forms, etc.) | Retention |
|---|---|---|
| | This Schedule supersedes DHMH Schedule # 1167 and # 794. | |
| | Information Systems Division:<br>This item is to include all forms of IT documentation, which can consist of a variety of media. The media may be of hard copy (paper) variety. However, it could be documentation stored on magnetic tape, floppy disk, audio cassettes, or video cassettes. | |
| | A. JCL Listings:<br>ISD develops the unmodified "Master" version of each JCL Procedure. | Retain in Active File until superseded, then destroy. |
| | B. Systems Documentation:<br>A collection of Program Specifications, Record Layouts, File Descriptions, CICS (test and production) Forms, IT Turnaround Documents, Correspondence, Status Reports, Source Reports, Source Code Listings, Project Management Reports and all other necessary documents that are designated as Systems Documentation. | Retain in Active File until superseded, then destroy. |

APPROVED BY: (DHMH Official)

DATE: 8/2/00

SIGNATURE _____

NAME/TITLE: ASA R FROST JR, DIRECTOR IRMA

AUTHORIZED BY: (State Archivist)

DATE: SEP 15 2000

SIGNATURE: _____

NAME/TITLE: Edward C. Papenfuse, Jr.

DGS 550-1 (DHMH 1998)

## DEPARTMENT OF HEALTH & MENTAL HYGIENE

| SECRETARIAT/ADMINISTRATION | OFFICE/DIVISION | BOARD/UNIT |
|---|---|---|

Dep. Sec. for Operations/Infor. Resources Adm.  -  All Divisions

| Item No. | Record Series Description | Retention |
|---|---|---|
| 02 | Policy, Planning and Administration Division:<br><br>A.  Budget Records:<br>   Budget Estimates, Actuals, Request and<br>     Appropriation Documentation<br>   Budget Preparation Papers and worksheets<br>   Copies of Refund and Cancelled Checks<br>   Journal Entries<br>   Copies of R*STARS Request/Inquiry<br>   Requisition for Supplies (pink carbon copies)<br>   Requisition and Approval Documentation ADPICS<br>   FMIS Log Book<br>   Expenditure Correspondence Detail<br>   Copies of Processed/Paid Invoices<br>   Quarterly Federal Fund Attainment Request<br>   Regular and Special Payments Bi-weekly Payroll<br>     Reports<br>   Monthly Corporate Purchasing Card<br>     Reconciliations<br>   Travel Expense Reports<br>   Petty Cash Disbursement Receipts<br>   DHMH/Support Services' Office Supplies Charge<br>     Sheet<br><br>B.  Miscellaneous Budget Records:<br>   Gifts and Grants Report<br>   Master Inventory Reports<br><br>C.  Procurement Records:<br>   Signed contracts and proposals from vendors<br>pertaining to Information Technology<br>services/equipment purchases by DHMH.  Included<br>are copies of proposals initiated by the Department<br>with bids from both winning and losing vendors.  All<br>documents necessary in the procurement process<br>including: fund certifications, FMIS transmittals,<br>evaluation committee proposal/bid analysis, sole<br>source justification, Maryland Register notices,<br>blanket purchase orders, award letter, regret letter,<br>clarification letter, etc. are also included. | Retain for three years or until all audit requirements have been fulfilled, then destroy.<br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>Retain for three years or until all audit requirements have been fulfilled, then destroy.<br><br>Retain in office for three years, and until all audit requirements have been fulfilled. Transfer to State Records Center for three years, then destroy. |

## DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Sec. for Operations/Infor. Resources Management Adm. - All divisions

| SECRETARIAT/ADMINISTRATION | OFFICE/DIVISION | BOARD/UNIT |
| --- | --- | --- |

| Item No. | Record Series Description | Retention |
| --- | --- | --- |
| 02 | Policy, Planning and Administration Division (cont.):<br>D. Training:<br>  Goods or Services Received<br>  Training Roster | Retain in IRMA Training Office for one Year. Transfer to the State Records Center for three years, and until all Audit Requirements have been fulfilled, then destroy. |
| |   Training Enrollment Forms | Retain one copy in the IRMA Training Office File for three months, or until no longer needed, then destroy.<br>Retain one copy in the IRMA Budget Office File for two months. Transfer the IRMA Budget Office copy to the State Records Center for three years, and until all Audit Requirements have been fulfilled, then destroy. |
| | E. Personnel:<br>  The following forms are updated periodically, and received either through a transfer of files or on disk.<br>  Interchangeable Memos<br>  Memo to Classification Unit<br>  1854 - Reclassification Request<br>  1854a - Supplement to DHMH 1854<br>  MS-100<br>  MS-22 and Behavioral Elements<br>  Statistical Data Collection Forms<br>  W4<br>  1242-1 Contractual or Part-Time Employees<br>    Certification<br>  1242-2 Contractual Employee Agreement<br>    Memorandum<br>  1819-a Applicant & Wages Information<br>  311-t Special Payments Payroll Authorization<br>  I-9 - Employment Eligibility<br>  Criminal Conviction Form<br>  Software Code of Ethics<br>  Driver Acknowledgement<br>  Education Verification<br>  Employment Verification<br>  Experience Verification<br>  Reference Check<br>  Separation<br>  Drug Testing Requirement Form (Sensitive Classes) | IRMA Personnel Files are Unofficial Records. Retain until no longer needed, then destroy. |

## DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretart for Operations/Infor. Resources Mgmt. Adm. - All Divisions

| SECRETARIAT/ADMINISTRATION | OFFICE/DIVISION | BOARD/UNIT |
|---|---|---|

| Item No. | Record Series Description | Retention |
|---|---|---|
| 02 | Administrative Documentation: (cont.)<br>E. Personnel (Cont.):<br>  Health Benrefits Election Form<br>  Sexual Harassment<br>  State of MD Substance Abuse Policy<br>    Acknowledgement Form<br>  Fingerprinting Check Form | |
| | F. Distance Learning:<br>  Video Conferencing Room Log | Retain in Office file for three years, and then destroy. |
| | G. Security:<br>  HMFJ005D - Security reports. | Screen quarterly. Transfer inactive reports to State Records Center for two years, then destroy. |
| | H. Audit Reports:<br>  1. Reports of Audits conducted by the Legislative Auditors.<br>  2. Reports of Audits conducted by persons or agencies other than the Legislative Auditors. | Retain for ten years, then destroy.<br><br>Retain permanently. Transfer periodically to Maryland State Archives. |
| | I. Email: | Retain 30 days, then delete. |
| | J. Policies, standards, and Procedures: | Retain until superseded or vacated. |
| | K. Meeting Notes and Special Reports: | Retain in Active File for three years, or until no longer needed, then destroy. |
| | L. Internet/Intranet Web Sites: | Retain electronic copy of each revision for two years, then delete. |
| 03 | Information Technology Support Division:<br>Surplus Property Declaration Forms.<br>Inventory Disposition Forms.<br>HW Repair/Service records.<br>Departmental SAS Licensing Records. | Retain until Hardware/Software is no longer in use, then transfer to State Records Center for three years, then destroy. |
| 04 | Computer Operations Division:<br>A. The following form is used in the Printer Room:<br>  Records Meter Readings on PTR | Retain 1 years, then destroy. |
| | B. The following form is used in the HMIS Computer Room:<br>  Problem Report | Retain 1 year, then destroy. |

DGS 550-1 (DHMH) Continuation Sheet

# RECORDS RETENTION AND DISPOSAL SCHEDULE

## DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretary for Operations/Infor. Resources Mgmt. Adm.  -  All Divisions

| SECRETARIAT/ADMINISTRATION | OFFICE/DIVISION | BOARD/UNIT |
| --- | --- | --- |

| Item No. | Record Series Description | Retention |
| --- | --- | --- |
| 04 | Computer Operations Division: (cont)<br><br>C. The following form is used in Data Entry:<br>   Data Entry Control Sheet | Retain two years, then destroy. |
|  | D. The following forms are used in the WIC<br>   Computer Room:<br>   (WIC DP) Shipping and Tracking Log<br>   DBCOBOL and RISC 6000 System Backup Log<br>   (WIC) Voucher Courier Delivery Log<br>   Unix System Job Log Sheet<br>   Weekly Section Analysis<br>   Financials<br>   Voucher Courier delivery Log<br>   Single Part Vouchers (WICNET)<br>   (WIC) Voucher Courier delivery Log Retail<br>   Chronological Order of Voucher Production<br>     Runs in Order of Occurrence<br>   (WIC) Voided and Destroyed Vouchers<br>   Check List - Production | Retain for one year, and until all Audit Requirements have been met, then destroy. |
|  | E. The following forms are used by the Production<br>   Control section:<br>   Fax Number Header Sheet<br>   Eligibility Processing Transmittal (Penn. Blue<br>     Shield)<br>   ADC Form # COT/DPD-115<br>   ADC Production Job Request<br>   Unit Tracking Log (Independ. Services Corp.)<br>   COM MICROFILM ORDER/INVOICE (DGS)<br>   JCL Listings | Retain for one year, or until no longer needed, then destroy. |
|  |      These are "Run Time" (Production) Job<br>     Control Listings from Computer Operations.<br>     They reflect input files, programs used,<br>     output files and related operational<br>     statistics.  These listings are required to<br>     verify the accuracy of the input-output<br>     programs, record counts and computer time<br>     expenditures, for any given run.  Some of<br>     these listings are automatically recorded on<br>     RMDS.  The rest are printed in hard copy. | Retain in Active File for three months. Transfer to Inactive File for fifteen months, then destroy. |

GS 550-1 (DHMH) Continuation Sheet