

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2110A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Maryland Health Care Commission
Mission Statement/Link to division/unit website	https://mhcc.maryland.gov/

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2110

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>Walter Zerrlaut</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.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Maryland Health Care Commission

All Division

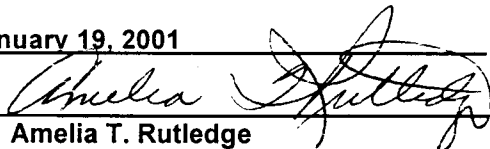
All Units

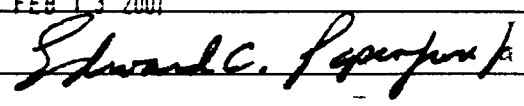
SECRETARIAT/ADMINISTRATION

OFFICE/DIVISION

BOARD/UNIT

Item No.	Description of Records (Programs, Forms, etc.)	Retention
1.	<p>THIS SCHEDULE SUPERCEDES SCHEDULE 711 ITEM 11 AND SCHEDULE 1769 ITEM 1 THRU 12</p> <p><u>MARYLAND HEALTH CARE COMMISSION MINUTES</u></p> <p>Minutes and agenda pertaining to the official policy and regulatory decisions of the Maryland Health Care Commission.</p>	Retain permanently. Periodically transfer to State Archives.
2.	<p><u>MARYLAND HEALTH CARE COMMISSION HISTORY FILES</u></p> <p>Files contains audit reports, user fee assessments, policy documents, document illustrative of the development & organization of the Commission.</p>	Retain permanently. Periodically transfer to State Archives.
3.	<p><u>CERTIFICATION OF NEED PROJECT FILES</u></p> <p>Files contain the original Certification of Need application and all pertinent information submitted with the application required for the review process. Files contain both on-going and completed projects.</p>	Retain in office for 5 years after project is docketed. Transfer to record center for (10) additional years, then destroy.
4.	<p><u>CERTIFICATION OF NEED GENERAL FILES</u></p> <p>Files contains correspondence from hospitals, nursing homes, state facilities substance abuse treatment centers, residential treatment centers and related institutions on exemptions for waiver beds, acquisitions, and capital expenditure exemptions.</p>	Retain in office for five (5) years. Transfer to record center for ten (10) years, then destroy.

APPROVED BY: (DHMH Official)
DATE: January 19, 2001
SIGNATURE: 
NAME/TITLE: Administrative Officer

AUTHORIZED BY: (State Archivist)
DATE: FEB 13 2001
SIGNATURE: 
NAME/TITLE:

5.	<p><u>MARYLAND LONG TERM CARE SURVEY</u></p> <p>In the Maryland Long Term Care Survey, a uniform, resident-specific data set is collected for all persons occupying long term care beds on December 31 of each year. The Maryland Long Term Care Survey, which is conducted under COMAR 10.24.03, includes four licensure categories:</p> <ul style="list-style-type: none"> A. Adult Day Care Centers B. Chronic Hospitals C. Assisted Living Facilities D. Comprehensive Care/ECF 	<p>Retain in office for three (3) years, then transfer to record center and store for ten (10) additional years, then destroy.</p>
6.	<p><u>SUBACUTE CARE SURVEY</u></p> <p>Under COMAR 10.24.05, survey participants will be required to provide patient-specific data on all discharged patients as well as program-specific information.</p>	<p>Retain in office for three (3) years, then transfer to record center and store for ten (10) additional years, then destroy.</p>
7.	<p><u>MARYLAND HOME HEALTH AGENCY PROFILE REPORT</u></p> <p>Key operating, utilization, and financial data for licensed home health agencies are collected.</p>	<p>Retain in office for two (2) years, then transfer to record center and store for ten (10) additional years, then destroy.</p>
8.	<p><u>MARYLAND HEALTH CARE COMMISSION ADMINISTRATIVE FILES</u></p> <p>Procurement Files Copy of Contract Awarded Notice of Award of Contract Paid Bills and Invoices Requisitions and purchase orders Time Sheets Leave Cards Renewable Licenses Monthly report of State funds collected & deposited Monthly Budget Reports Quarterly Inventory Reports</p>	<p>Screen annually, retain three years and until all audit requirements are met, then destroy.</p>
9.	<p><u>MISCELLANEOUS</u></p> <p>Miscellaneous files includes notes, memorandums, computer files, written correspondence, E-mail, etc. Received/Sent by staff, and remaining in their files.</p>	<p>Screen periodically, destroy material which is obsolete, supersede, or no longer required.</p>