

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2319A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Maryland Board of Nursing
Mission Statement/Link to division/unit website	https://mbon.maryland.gov/Pages/default.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2319

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	6/15/2022

State Archivist Approval

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

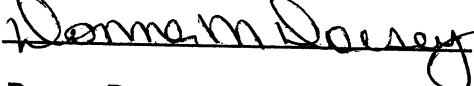
If scanning, scan to Maryland State Archives standards and destroy originals. Scanned images must be kept in accordance with the same retention periods assigned to the paper version of the record. A certificate of records disposal request must be submitted to the MDH Records Management Office for review 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.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
BOARD OF NURSING – Electrology Committee

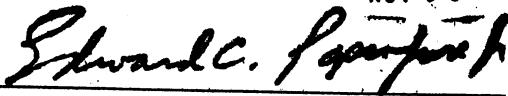
Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions
1.	ELECTROLOGIST License Applications Examinations Renewal Applications	Two (2) years Retain permanently. Periodically transfer to State Archives. Two (2) years
2.	Register of ELECTROLOGISTS	Retain permanently. Periodically transfer to State Archives.
3.	Electrology Committee Meeting Minutes	Retain permanently. Periodically transfer to State Archives.

APPROVED BY: (DHMH Official) DATE: 9/1/04

SIGNATURE: 

NAME/TITLE: Donna Dorsey, Executive Director

AUTHORIZED BY: (STATE ARCHIVES) DATE: NOV 08 2004

SIGNATURE: 

NAME/TITLE: Edward C Papenfuse, Jr., STATE ARCHIVIST