

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	2329A
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### Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	<b>OEPR - Office of Emergency Preparedness and Response</b>
Mission Statement/Link to division/unit website	<a href="https://health.maryland.gov/preparedness/Pages/Home.aspx">https://health.maryland.gov/preparedness/Pages/Home.aspx</a>

### Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2329

### Preparer Information

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Date	6/22/22

### Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/27/2022

### State Archivist Approval

State Archivist Signature	<i>Paul Zilman</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  
OFFICE OF EMERGENCY PREPAREDNESS AND RESPONSE (OEPR)**

Item No.	Series Title and Description of Records	Authorized Retention Period
1	<p><b>NOTE: Sensitive Information- SHRED</b></p> <p><b>PROGRAM ADMINISTRATIVE FILES</b>            A. General subject files containing tech info, program correspondence, speeches, research, contacts, training, etc.             B. Fiscal information including cost estimates, procurement, expenditures, grants etc. (Program related, not administrative costs.)             C. Inter-office relations including guidelines, memos, notices etc with MEMA, DOJ, DHS, CDC, other emergency response agencies.</p>	<p>1A. Retain for <b>three (3) years</b>, then destroy if no longer needed.             1B. Retain for <b>four (4) years</b> and until all audit requirements are met, then destroy.             1C. File by agency, and retain items for <b>four (4) years</b>, then destroy if no longer needed.</p>
2	<p><b>OEPR MANAGEMENT SERIES</b> Plans, protocols, logistics, emergency responses, etc.</p>	<p>2. Move to inactive file when replaced or no longer needed. Transfer inactive files annually to records center for <b>five (5) years</b>, then destroy.</p>
3	<p><b>EXERCISE COORDINATION</b> Exercise notices, plans, situation reports, and after-action reports</p>	<p>3. File in by kind of exercise, in annual folder. Retain current and three (3) previous years folders in office, then <b>destroy files when four (4) years old</b>, if no longer needed.</p>
4	<p><b>MEDICAL INTELLIGENCE SERIES</b> Emergency room reports, CDC notices, etc. (28 CFR 23) (Back up copy at MCAC)</p>	<p>4. Retain in office for <b>five (5) years</b>, then destroy by shredding, if no longer needed.</p>
5	<p><b>CONTINUITY OF OPERATIONS PLAN (COOP)</b> Projected operating plans for essential DHMH units in emergency/disaster situations. Electronic format (Database) (Back up at MEMA). SG10-617(e) and SG10-618 (j).</p>	<p>5. Update electronic copy of plan periodically, replacing back up copy as needed. Destroy back up disk when superseded. Paper copy is used for convenience and is non-record -destroy when no longer needed.</p>
6.	<p><b>VOLUNTEER COORDINATION</b> General volunteer information, committee information, task force correspondence, etc.</p>	<p>6. Retain in office for <b>two (2) years</b>. Transfer to Records Center for <b>three (3) years</b>, and then destroy.</p>
7.	<p><b>ESF-8 (Emergency Support Function -8) SERIES</b> Includes meeting notice, agenda, notes, and minutes/summary. (Back up copy at MEMA).</p>	<p>7. Retain in office for <b>seven (7) years</b>, then destroy.</p>

APPROVED BY: (DHMH Official) DATE: **MAY 5 2005**SIGNATURE: *Lisa M Kirk*

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AUTHORIZED BY: (Archives) DATE: **MAY 12 2005**SIGNATURE: *Edward C. Papenfuse Jr*

NAME/TITLE: EDWARD C PAPERFUSE, JR., State Archivist