

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	2332A
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**Agency Information**

Department / Agency	Maryland Department of Health
Division / Unit	<b>Fiscal Services Administration</b>
Mission Statement/Link to division/unit website	

**Schedule Information**

Supersedes Schedule(s)	
Amends Schedule(s)	2332

**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>[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.

DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
FISCAL SERVICES ADMINISTRATION

This schedule supersedes schedules 2106 and 2093 - Items 1, 2, and 10

	DESCRIPTION	RETENTION
1	<p><b><u>Audit Division</u></b>  <b>Audit Record Series</b>                      This series includes Final DHMH Audit Reports, follow-up audits, single audit reports, working papers, support documentation, and other source materials relevant to these audits and reviews.</p>	<p>1. Retain the current and previous audit work papers in an active file for <b>five (5) years</b> and until all audit requirements have been met. Destroy audit work papers <b>over five (5) years old</b> when no longer needed except significant reports identifying major issues, which are to be retained for <b>ten (10) years</b>. Retain a copy of the Final DHMH Audit Report <b>permanently</b>, for eventual transfer to the State Archives.</p>
2	<p><b><u>Division of General Accounting</u></b>  <b>a. DHMH Accounting Record Series</b>                      Includes paid bills and invoices, receipts, statements, bank books, deposit receipts, trial balance sheets, reconciliation sheets, requisitions, purchase orders, receiving reports, etc.</p> <p><b>b. Grants Management Series-</b>                      Includes all fiscal materials and correspondence relating to grants and Human Service Contracts made by programs of the Department</p> <p><b>c. Medicaid Clinic and PAP Payments</b>                      Computer printouts detailing payments to be made to local health departments for Clinical and Prenatal Assistance Program (PAP) services provided to Medicaid clients.</p>	<p>2a. Retain in office for <b>one (1) year</b> after the fiscal period in which the transaction was completed, or until all audit requirements have been met. Transfer to the State Records Center <b>until seven (7) years old</b>, and then destroy.</p> <p>2b. Retain in office <b>two (2) years</b> following contract completion or until audit requirements are met; transfer to Records Center for <b>five (5) additional years</b>, and then destroy.</p> <p>2c. Retain in office for <b>one (1) year</b>, then transfer to the Records Center for <b>six (6) years</b>, then destroy.</p>

APPROVED:(DHMH Official) DATE:

MAY 20 2005

SIGNATURE:

*Irma A. Bevans*  
Irma Bevans, Director, FSA

AUTHORIZED:(State Archives) DATE: AUG 09 2005

SIGNATURE:

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