

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2348A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Office of Government Affairs
Mission Statement/Link to division/unit website	https://health.maryland.gov/bha/Pages/government-affairs-and-communications.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2348

Preparer Information

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Title of Preparer	Policy Analyst & Records Manager
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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>[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

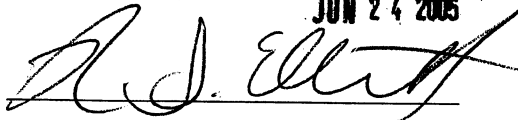
DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF GOVERNMENT AFFAIRS

Item #	Series Title and Description of Records	Authorized Retention Period
	<i>This schedule supersedes Schedule 1187.</i>	
1	LEGISLATIVE BILL FILES Bills that were tracked by DHMH including support documentation, DHMH testimony, background, correspondence, etc. Copy of testimony at DLS Library.	1. Following session each year, screen bill files of the previous year and remove duplicate and non-record materials. Retain record material in office for five more years, and then destroy.
2	JCR (Joint Chairmen Reports) and Legislative Reports Reports required by legislation that are sent to the General Assembly. Copy of report at DLS Library and the DHMH administration/unit that prepared the report.	2. Retain reports in office for five (5) years or until no longer needed, and then destroy.
3	DHMH FISCAL NOTES DHMH projections of the fiscal impact of legislation of the Department scanned to CD. Copy at DLS.	3. Fiscal notes supplement bill files, #1 above. Retain CD in office for five (5) years, and then destroy if no longer needed.
4.	CONTROLLED CORRESPONDENCE A copy of incoming and outgoing correspondence with current or former officials in response to the official's constituents' issues.	4. Maintain folders for each official. Retain correspondence for five (5) years or until no longer needed, and then destroy.
5.	FEDERAL FILES Documents pertaining to Federal legislation with State impact.	5. Retain files in office for five (5) years or until no longer needed, and then destroy.
6	SUBJECT FILES An alphabetically arranged collection of information, reports, correspondence (copies), etc. on subjects related to legislation or constituent issues.	6. Screen files periodically, removing and destroying outdated, non-record materials. Retain records materials in office for four (4) years or until no longer needed, and then destroy.

APPROVED BY: (DHMH Official) DATE:

JUN 24 2005

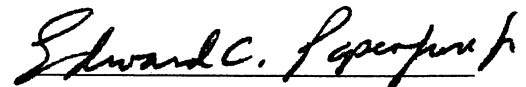
SIGNATURE:



NAME/TITLE: ROBYN S. ELLIOTT, Director, OGA

AUTHORIZED BY: (Archives) DATE: AUG 09 2005

SIGNATURE:



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