

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2481A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Office of Planning
Mission Statement/Link to division/unit website	https://planning.maryland.gov/Pages/default.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2481

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>Ed Zelman</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
Health Care Finance - Office of Planning

This schedule supersedes schedule 2327, item 3

	DESCRIPTION	RETENTION
1	Planning Unit Record Series Program files including planning, evaluation, and coordination documentation, correspondence, etc.	1. Screen records when closed, removing duplicate and non-record materials. Retain in office until inactive; transfer to the State Records Center for five (5) years ; then destroy.
2	Office of Planning Project Files Project contracts, grants, research files, etc. including correspondence, statistical data, survey forms, and generated data.	2. Retain closed files in office until all audit requirements are met; transfer to the Records Center until five (5) years after closing; then destroy.

APPROVED:(DHMH Official) DATE: **JAN 1 2 2009**

Signature: *Tricia Roddy*
Tricia Roddy, Director of Planning

AUTHORIZED:(State Archives) DATE: **13 May 09**

Signature: *Edward C Papenfuse Jr*
Edward C Papenfuse Jr, State Archivist