

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2698A
---	-------

Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Office of Appointments and Executive Nominations
Mission Statement/Link to division/unit website	https://health.maryland.gov/oaen/Pages/Index.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2698

Preparer Information

Name of Preparer	Emely Ramirez
Title of Preparer	Policy Analyst & Records Manager
Preparer Email Address	emely.ramirez@maryland.gov
Preparer Telephone Number	609-674-6505
Date	6/21/22

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 GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2698

Page 1 of 1

Agency

Division/Unit

**Department of Health and Mental Hygiene
Office of Appointments and Executive Nominations**

This schedule supersedes Schedule 2306

Item No.	Description	Retention
1.	<p>Appointments and Executive Nominations Files Background information files, including but not limited to resumes, applications, personal references, letters of support/nomination, correspondence by DHMH or the Governor for individuals who are considered and/or accepted for appointment or nomination to regulatory boards, councils or commissions under the purview of DHMH.</p> <p>a. Active Files – individuals currently serving as an ex-officio or appointed member of a board, council or commission.</p> <p>b. Inactive - Files of individuals who have completed their service on a board, council or commission.</p> <p>c. Inactive files of individuals not chosen for appointment.</p>	<p>Maintain in office. Move individuals file to inactive files upon completion of service.</p> <p><i>Retain for 20 years, then destroy.</i></p> <p>Retain at DHMH for 4 years and then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name Kimberly Bennardi

Title Administrator, Office of Appointments and Executive Nominations, DHMH

Schedule Authorized by State Archivist

Date

12-11-14

Signature

