

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	2723A
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### Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Board of Nursing
Mission Statement/Link to division/unit website	<a href="https://mbon.maryland.gov/Pages/default.aspx">https://mbon.maryland.gov/Pages/default.aspx</a>

### Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2723

### Preparer Information

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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>Paul Balmain</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  
BOARD OF NURSING

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
	<p>This Schedule supersedes Schedule 2318.</p> <p>All documents pertaining to:</p> <p>1. <u>MINUTES OF THE BOARD</u></p> <p>2. <u>ANNUAL REPORTS</u></p> <p>3. <u>COMMITTEES PER STATUTE AND REGULATIONS OR AD HOC BOARD COMMITTEES</u></p> <p>4. <u>NURSING EDUCATION PROGRAM, CERTIFICATION TRAINING PROGRAM</u></p> <p>a. Institutions/Facility Nursing &amp; Nursing Assistant education programs</p> <p>b. Nursing program accreditation bodies</p> <p>c. Curricula</p> <p>d. Annual Reports</p> <p>e. Survey Reports</p> <p>f. Faculty Lists</p> <p>g. Education program prospectuses</p> <p>h. Course outlines, descriptions, etc.</p> <p>i. Program closures</p>	<p>1. Retain <b>permanently</b>. Send to State Archives every <b>five (5) years</b>.</p> <p>2. Retain <b>permanently</b>. Send to State Archives every <b>five (5) years</b>.</p> <p>3. Retain <b>permanently</b>. Retain in office for <b>five (5) years</b>, then transfer to State Archives.</p> <p>4.</p> <p>a. Retain <b>five (5) years</b>, then <b>destroy</b>.*</p> <p>b. Retain <b>ten (10) years</b>, then <b>destroy</b>.*</p> <p>c. <b>Permanent</b>. Transfer to State Archives every <b>ten (10) years</b>.*</p> <p>d. Retain <b>ten (10) years</b>, then <b>destroy</b>.*</p> <p>e. Retain <b>five (5) years</b>, then <b>destroy</b>.*</p> <p>f. Retain <b>two (2) years</b>, then <b>destroy</b>.*</p> <p>g. Retain <b>two (2) years</b>, then <b>destroy</b>.*</p> <p>h. Retain <b>five (5) years</b>, then <b>destroy</b>.*</p> <p>i. <b>Permanent</b>. transfer to State Archives every <b>ten (10) years</b>.*</p> <p>*Retain for (specified years), then <b>destroy</b>, with the following exception: if records are scanned, scan to Maryland State Archives standards, then retain paper for <b>ninety (90) days</b>, then <b>destroy</b>. The image must then be managed by the above retention statement.</p>

APPROVED BY: (DHMH Official)

DATE:

29 June 15

SIGNATURE:

MaryKay Hoetter

NAME/TITLE:

Executive Director

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE:

8-28-15

SIGNATURE:

Timothy D. Baker

NAME/TITLE: Timothy D. Baker, STATE ARCHIVIST



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DEPARTMENT OF HEALTH & MENTAL HYGIENE  
BOARD OF NURSING

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
5.	<p><u>LICENSURE AND CERTIFICATION</u></p> <p>a. Licensure Files-Licensed Practical Nurses (LPN), Registered Nurses (RN), Advanced Practice Registered Nurses (APRN), and Electrologists, &amp; Direct Entry Midwives</p> <p>b. Certification Files-Nursing Assistants (NA) and Medication Technicians (MT)</p> <p>c. Licensure Databases-ie, My License Office (MLO), Licensing Application Renewal System (LARS), etc.</p> <p>d. Examination Results for all applicable Licensees/Certificate Holders</p> <p>e. Temporaries i. Applications  ii. Licensure (register)</p> <p>f. APRN Attestations (prior to October 1, 2015)</p>	<p>5.</p> <p>a. Enter into database, then <b>destroy</b> paper. Retain database <b>permanently</b>, transfer to State Archives every <b>ten (10) years</b>.</p> <p>b. Enter into database, then <b>destroy</b> paper. Retain database <b>permanently</b>, transfer to State Archives every <b>five (5) years</b>.</p> <p>c. Enter into database, then <b>destroy</b> paper. Retain database <b>permanently</b>, transfer to State Archives every <b>five (5) years</b>.</p> <p>d. Enter into database, then <b>destroy</b> paper. Retain database <b>permanently</b>, transfer to State Archives every <b>five (5) years</b>.</p> <p>e. i. Enter into database, then <b>destroy</b> paper. Retain database <b>permanently</b>, transfer to State Archives every <b>five (5) years</b>.</p> <p>ii. Enter into database, then <b>destroy</b> paper. Retain database <b>permanently</b>, transfer to State Archives every <b>five (5) years</b>.</p> <p>f. Retain <b>permanently</b>. Enter into database. Transfer to State Archives <b>on or before December 31, 2015</b>.</p>
6.	<p><u>CRIMINAL HISTORY RECORDS CHECK (CHRC)</u></p>	<p>6. Retain documents until they are no longer needed and <b>no more than 12 months</b>, then <b>destroy securely</b>.</p>
7.	<p><u>CERTIFIED NURSING ASSISTANT (CNA) REGISTRY</u></p>	<p>7. Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
8.	<p><u>GENERAL CORRESPONDENCE</u> Incoming non-administrative correspondence, faxes, emails, etc. dealing with substantive issues, and copies of the Board's responses, including Public Information Act (PIA) requests and responses.</p>	<p>8. Retain all substantive correspondence for <b>one (1) year</b>, including Public Information Act requests and responses, then <b>destroy</b>.</p>

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9.	<p><u>SPECIAL PROJECTS FILE</u>: Materials compiled to perform special projects, studies, or make recommendations for various issues related to the nursing profession.</p> <ul style="list-style-type: none"> <li>a. Working Papers (Upon Completion)</li> <li>b. Completed Files Support Documentation</li>   <li>c. Completed Final Report</li> </ul>	<p>9.</p> <ul style="list-style-type: none"> <li>a. <b>Destroy</b> when no longer needed.</li> <li>b. Transfer to State Records Center <b>periodically as necessary</b>, then <b>destroy five years after creation</b>.</li> <li>c. Permanent. Transfer to State Archives every <b>five (5) years</b>.</li> </ul>
10.	<p><u>INVESTIGATORY FILE</u> (Non-referred to Disciplinary Unit)</p>	<p>10. Scan paper records of (1) the complaint and (2) any report of investigation produced as a result of that complaint to Maryland State Archives Standards. Retain hard copies for <b>ninety (90) days</b>, then <b>destroy</b>. Retain scans for <b>five (5) years</b>, and then <b>destroy</b>.</p>
11.	<p><u>FINAL DISCIPLINARY ORDERS OF THE BOARD</u> (unless otherwise provided all retained documents should be maintained both electronically and in paper. Any paper copies retained may be destroyed after <b>five (5) years</b>):</p> <ul style="list-style-type: none"> <li>a. Consent Orders and Letters of Surrender:</li>   <li>b. Default Orders:</li>   <li>c. Non-Default Orders:</li> </ul>	<p>11.</p> <ul style="list-style-type: none"> <li>a. Scan paper to Maryland State Archives standards. Retain paper <b>five (5) years</b>, then <b>destroy</b>. Retain images <b>fifty (50) years</b>, then <b>destroy</b>.</li> <li>b. Scan paper to Maryland State Archives standards. Retain paper <b>five (5) years</b>, then <b>destroy</b>. Retain images <b>fifty (50) years</b>, then <b>destroy</b>.</li> <li>c. Scan paper to Maryland State Archives standards. Retain paper <b>five (5) years</b>, then <b>destroy</b>. Retain images <b>fifty (50) years</b>, then <b>destroy</b>.</li> </ul>