

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	2728A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Prevention and Health Promotion Administration
Mission Statement/Link to division/unit website	https://phpa.health.maryland.gov

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2728 itm 30 A+B

Preparer Information

Name of Preparer	Walter Zerrlaut
Title of Preparer	Records Officer Designee
Preparer Email Address	Walter.zerrlaut@maryland.gov
Preparer Telephone Number	410-767-3598
Date	7/10/18

Agency Approval

Name of Agency Director	Herb Jordan
Agency Director Signature	
Date	

State Archivist Approval

State Archivist Signature	
Date	1-2-19

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. 2728A

(To be completed by DGS/Records Management Division)

Records Series Title:
Maryland Aids Drug Assistance Program

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Record Series Content	Fiscal Records and Program related files
Record Series Function	(A) Fiscal Records (B) Client Files
Organization/Arrangement	Alphabetical
Indexing System	None
Restrictions (Law or Regulation Citation)	HIPAA, Personal, Medical, Proprietary Restrictions Personnel Regulations
Formats (bound book, microfilm, pdf, tif, etc.)	Paper- Letter Size SQL (Secured Server)
Volume (file drawers, gigabytes, etc.)	136 file drawers SQL - Database
Annual Accumulation (file drawers, gigabytes, etc.)	30 file drawers SQL (Secured Server)
Current Location	500 N Calvert Street, Baltimore, 5th Floor
Audit Requirements	None
Date Span	2011 to present year
Completeness /Gaps	None
Schedule Item Number	Item 30 - A, B
Retention	30 A) Retain for FIVE (5) YEARS, then destroy. If scanned, scan according to Maryland State Archives standards, then destroy paper. Retain scans for FIVE (5) YEARS from the date of paper origins, then destroy. 30 B) Retain for FIVE (5) YEARS after file closed, then destroy. If scanned, scan according to Maryland State Archives standards, then destroy paper. Retain scans for FIVE (5) YEARS from the date of paper origins, then destroy.
Justification for Permanent Retention	