

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

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| Schedule Number <small>(To be completed by DGS/Records Management Division)</small> | 2728A1 |
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Agency Information

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

Schedule Information

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|------------------------|------|
| Supersedes Schedule(s) | |
| Amends Schedule(s) | 2728 |

Preparer Information

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|---------------------------|--|
| 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>A. B. Williams</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

PUBLIC HEALTH SERVICES

PREVENTION AND HEALTH PROMOTION ADMINISTRATION

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

This schedule supersedes schedules 856A, 950, ~~956A, 1105~~, 1141, 1419, 1419-A1, 1420, 1760, 1759, 1958, 2263 and 2331.

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|---|--|
| 1. | <p><u>MATERNAL AND CHILD HEALTH BUREAU</u></p> <p><u>OFFICE OF THE MARYLAND WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM</u></p> <p>A. WIC Program Vendor Files</p> <p>B. WIC Vendor Revalidated Checks</p> <p>C. WIC Fiscal Records</p> | <p>1A) Retain for at least THREE (3) YEARS following the date of filing the final closeout report for the period to which the report pertains, then destroy.</p> <p>1B) Retain for at least THREE (3) YEARS following the date of filing the final closeout report for the period to which the report pertains, then destroy.</p> <p>1C) Retain for at least THREE (3) YEARS following the date of filing the final closeout for the period to which the report pertains, then destroy.</p> |
| 2. | <p><u>OFFICE FOR GENETICS AND PEOPLE WITH SPECIAL NEEDS</u></p> <p>A. Metabolic Nutrition Program Patient Files</p> <p>B. Sickle Cell Disease Program Parent Consent Forms</p> <p>C. Infant Hearing Program Test Results</p> <p>D. Children's Medical Services Patient Charts</p> | <p>2A) Retain for THREE (3) YEARS after the age of majority or FIVE (5) YEARS after the record is made – whichever is longer, then destroy.</p> <p>2B) Retain for THREE (3) YEARS after the age of majority or FIVE (5) YEARS after the record is made – whichever is longer, then destroy.</p> <p>2C) Retain for THREE (3) YEARS after the age of majority or FIVE (5) YEARS after the record is made – whichever is longer, then destroy.</p> <p>2D) Retain records of clients under age twenty-two (22) until TEN (10) YEARS after the last notation in the file or until age TWENTY-FOUR (24) YEARS, whichever is longer, then destroy.</p> |

APPROVED BY: (DHMH Official)

DATE:

5/19/17

SIGNATURE:

NAME/TITLE: Donna Gugel - Director

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE:

7.18.17

SIGNATURE:

NAME/TITLE: TIMOTHY D. BAKER, STATE ARCHIVIST

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES

PREVENTION AND HEALTH PROMOTION ADMINISTRATION

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

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| 3. | <p>E. Children's Medical Services Fiscal Records</p> <p>F. Birth Defects Reporting and Surveillance Forms</p> <p><u>PRIMARY CARE & COMMUNITY HEALTH BUREAU</u></p> <p><u>CENTER FOR CANCER PREVENTION AND CONTROL</u></p> <p>A. Breast and Cervical Cancer Diagnosis and Treatment Program</p> <p>1. Client applications, biopsy results, operative results, mammograms, clinical breast examinations and other reimbursement records related to prescribed screening, diagnosis and treatment.</p> <p>B. Breast and Cervical Cancer Screening Program <i>Screening Component – for Local Health Departments</i></p> <p>1. Client applications, screening and diagnostic test results and other reimbursement records related to prescribed screening, diagnosis, and treatment</p> <p>C. Colorectal Cancer Control Program <i>Screening Component – for Local Health Departments</i></p> <p>1. Client applications, screening and diagnostic test results and other reimbursement records related to prescribed screening, diagnosis, and treatment.</p> <p>D. Maryland Cancer Fund (MCF)</p> <p>1. MCF Treatment Grant files including program applications (Maryland Health Insurance Program (MHIP) and non-MHIP), proof of residency, proof of income, physician's diagnosis letter, treatment plan and budget, certification, fiscal budget; Standard Grant Agreement; award letter; funding certification; DHMH 437/438/440; invoices/patient bills/receipts; final comprehensive report; correspondences; and related records.</p> <p>E. Maryland Cancer Registry (MCR)</p> <p>1. Hard copy tumor abstract reports submitted to the MCR containing patient information on reportable tumors including data on demographics, diagnosis, staging, treatment, vital status, cause of death.</p> | <p>2E) Retain for FIVE (5) YEARS, then destroy.</p> <p>2F) Retain for THREE (3) YEARS after the age of majority or FIVE (5) YEARS after the record is made – whichever is longer, then destroy</p> <p>3A) Retain for SEVEN (7) YEARS after the last date of service, then destroy.</p> <p>3B) Retain for TEN (10) YEARS, after the last date of service, then destroy.</p> <p>3C) Retain for TWELVE (12) YEARS, after the last date of service, then destroy.</p> <p>3D) Retain in office for FIVE (5) YEARS following completion of grant and until audit requirements are met, then transfer to State Records Center. Retain at the State Records Center for TEN (10) YEARS after award period completion, then destroy.</p> <p>3E1) Retain records submitted in for ONE (1) YEAR after finalizing incidence year, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
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| | <p>2. Processed electronic MCR master tumor database of tumor abstract reports and of the consolidated tumor records.</p> <p>3. Original electronic abstract reports submitted to MCR or to MCR contractor for Quality Assurance and Data Management.</p> <p>4. Death Certificates; National Death Index Data; Social Security Death Index data</p> <p>5. Records of requests for MCR data:</p> <p style="padding-left: 20px;">a. Hard copy data, notes, MOU/Agreement for data release, confidentiality agreements.</p> <p style="padding-left: 20px;">b. Electronic records of data requests such as spreadsheets and linkage data.</p> | <p>3E2) Retain PERMANENTLY. Transfer to Maryland State Archives every FIVE (5) YEARS.</p> <p>3E3) Retain PERMANENTLY. Transfer to Maryland State Archives every FIVE (5) YEARS.</p> <p>3E4) Retain for ONE (1) YEAR after death information has been entered into the consolidated tumor records (Item 3E2), then destroy.</p> <p>3E5a) Retain for FIVE (5) YEARS after the study for which the records were requested for are completed, then destroy.</p> <p>3E5b) Retain for TEN (10) YEARS after the study for which the records were requested for are completed, then destroy.</p> |
| 4. | <p><u>CIGARETTE RESITUATION FUND PROGRAMS UNIT</u></p> <p>A. Clinical Documents and Correspondence (for CRFP Unit Use Only) (Clinical documents and correspondence submitted to the CRFP for the purpose of clinical review related to screening, diagnosis and treatment, program notes, laboratory results, procedure reports, medical bills, and other clinical documents related to the prescribed screening, diagnosis and treatment)</p> <p>B. Grant Applications, Grant Awards and Contracts (for local health departments, academic centers, sub-vendors, hospitals, private grantees)</p> | <p>4A) CRFP Unit to screen annually, discarding material that is no longer needed and moving inactive records to State Records Center. State Records Center to retain inactive records for FIVE (5) YEARS after completion of fiscal year, then destroy.</p> <p>4B) Retain grant applications, grant awards and contracts for FIVE (5) YEARS after completion of fiscal year and until audit requirements are met, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE /ADMINISTRATION/BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
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| | C. Financial Records (Budgets, Invoices, Budget Modifications, and other budget-related documents) | 4C) Retain for FIVE (5) YEARS after completion of fiscal year and until all audit requirements are met, then destroy. |
| | D. Reports (Site Visit Reports, Progress Reports, and Data Reports) | 4D) Retain for FIVE (5) YEARS and until all audit requirements are met, then destroy. |
| | E. Annual and Final Reports (End of Year Expenditures Reports (440-440A), Annual Cancer Reports) | 4E) Retain PERMANENTLY , transferring to Maryland State Archives when no longer needed. |
| | F. Program Correspondence (CRFPU correspondence to programs, Coalition meeting minutes) | 4F) Retain for FIVE (5) YEARS after completion of fiscal year, then destroy. |
| | G. Clinical Records (for CPEST-Funded Programs' Use Only) (Client applications, clinical records of screening and diagnostic and treatment services provided through the CPEST program, medical bills, and reimbursement records related to prescribed screening, diagnosis, and treatment) | 4G) Retain for TWELVE (12) YEARS , after the last date of service, then destroy. |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE/ADMINISTRATION/BOARD

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| <u>ENVIRONMENTAL HEALTH BUREAU</u> | | |
| 5. | Campground Files (program ended 07/01/2009) A. Applications B. Inspection Reports C. Facility Plans D. Correspondence | 5A - D) Retain for THREE (3) YEARS , then destroy. |
| 6. | Migrant Labor Camp Files (program ended 07/01/2009) A. Applications B. Inspection Reports C. Facility Plans D. Correspondence | 6A - D) Retain for THREE (3) YEARS , then destroy. |
| 7. | Mobile Home Park Files (program ended 07/01/2009) A. Applications B. Inspection Reports C. Facility Plans D. Correspondence | 7A - D) Retain for THREE (3) YEARS , then destroy. |
| 8. | Outdoor Music Festival Files (program ended 07/01/2009) A. Applications B. Inspection Reports C. Facility Plans D. Correspondence | 8A - D) Retain for THREE (3) YEARS , then destroy. |
| 9. | Aquatic Facility and Venue Files A. Applications B. Construction Permits C. Alteration Permits D. Replacement Permits E. Plans and Equipment Specifications F. Inspection Reports G. Correspondence | 9A - G) Retain for THREE (3) YEARS , then destroy. |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES

PREVENTION AND HEALTH PROMOTION ADMINISTRATION

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|---|--|
| 10. | <p>Youth Camp Files</p> <ul style="list-style-type: none"> A. Applications B. Certificates, Letters of Compliance, and Acceptance Letters C. Inspection Reports D. Facility Plans E. Correspondence F. Annual Reports G. Injury/Illness Report Forms | 10A - G) Retain for THREE (3) YEARS , then destroy. |
| 11. | <p>Electronic Licensing, Permitting and Inspection Database for youth camps, aquatic facilities and venues, mobile home parks, campgrounds, migrant labor camps, and outdoor music festivals. (This database contains data on each licensed facility, including applicant location, application information, fees and permits or licenses issued, inspections, violations, regulatory action and license status.)</p> | 11) This is a CONTINUOUSLY updated electronic record. A copy of the record will be provided to the Maryland State Archives every THREE (3) YEARS . |
| 12. | <p>Environmental Health Complaints</p> <ul style="list-style-type: none"> A. Clean Indoor Air Act Complaints B. Consumer Product-Related Complaints C. Complaints related to General Environmental/Housing Conditions | 12A - C) Retain for THREE (3) YEARS , then destroy. |
| 13. | <p><u>Product Safety Administrative Correspondence</u> Correspondence related to Consumer Product Safety Commission reports, complaints from companies and citizens regarding children's toys and clothing, complaints regarding the safety of different products, Division of Product Safety Regulations and general correspondence on everything pertaining to safety and protection for the consumer.</p> | 13) Retain for THREE (3) YEARS , then destroy. |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES

PREVENTION AND HEALTH PROMOTION ADMINISTRATION

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|--|---|
| 14. | <p data-bbox="203 462 885 504"><u>Environmental/Occupational Disease and Surveillance</u></p> <p data-bbox="256 525 885 588">A. Statistical Reports for US Centers for Disease Control and Prevention (Office of Record)</p> <p data-bbox="256 640 885 703">B. Confidential Reports of Environmental/ Occupational Disease</p> <p data-bbox="256 766 885 829">C. Case Investigation Reports (includes surveillance forms and summaries of case investigations)</p> <p data-bbox="256 861 885 1312">D. Environmental Public Health Tracking Project</p> <ul style="list-style-type: none"> <li data-bbox="357 924 885 987">a. Health Services Cost Review Commission hospitalization data <li data-bbox="357 1018 885 1050">b. Vital Statistics Administration data <li data-bbox="357 1081 885 1144">c. Birth Defects Reporting and Information System birth defects data <li data-bbox="357 1165 885 1260">d. Maryland Department of the Environment Lead Poisoning Prevention Program childhood blood lead data <li data-bbox="357 1281 885 1312">e. Maryland Cancer Registry cancer data | <p data-bbox="885 525 1513 588">14A) Retain for TEN (10) YEARS and until all audit requirements have been met, then destroy.</p> <p data-bbox="885 640 1513 703">14B) Retain for TEN (10) YEARS and until all audit requirements have been met, then destroy.</p> <p data-bbox="885 766 1513 829">14C) Retain for TEN (10) YEARS and until all audit requirements have been met, then destroy.</p> <p data-bbox="885 861 1513 1008">14D) Retain on-site for ONE HUNDRED (100) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE**DEPARTMENT OF HEALTH & MENTAL HYGIENE**

PUBLIC HEALTH SERVICES

PREVENTION AND HEALTH PROMOTION ADMINISTRATION

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|--|---|
| 15. | <p>Retail Food Program Standardization and Evaluation</p> <p>A. Correspondence, inspection forms and score sheets used during standardization of Local Health Department staff, correspondence, and baseline data forms.</p> <p>B. Final reports of Local Health Departments program evaluation.</p> | <p>15A) Retain for FIVE (5) YEARS from the date of creation, then destroy.</p> <p>15B) Retain final reports for TEN (10) YEARS, then destroy.</p> |
| 16. | <p>All Office of Food Protection Plan Review, Licensing, Permitting, Inspection, and Enforcement Records</p> <p>A. License Application</p> <p>B. Licenses</p> <p>C. Inspection Reports, including FDA Contract Inspection Reports</p> <p>D. Correspondence including Compliance Scheduled and Enforcement Actions</p> <p>E. Food and Water Sampling Results</p> <p>F. Shellfish Certificates</p> <p>G. Plan Review Applications</p> <p>H. Hazard Analysis & Critical Control Point Plans</p> <p>I. Food Processing Plant Re-Opening Inspections</p> <p>J. Product Sampling Results</p> <p>K. Complaints</p> <p>L. Correspondence</p> | <p>16A - L) Retain for FIVE (5) YEARS from the date of creation, and until all audit requirements have been met, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|--|---|
| 17. | <p>Electronic Licensing, Permitting, Inspection and Enforcement Database for Food</p> <ul style="list-style-type: none"> A. License Application B. Licenses C. Inspection Reports, including FDA Contract Inspection Reports D. Correspondence including Compliance Scheduled and Enforcement Actions E. Food and Water Sampling Results F. Shellfish Certificates G. Plan Review Applications H. Hazard Analysis & Critical Control Point Plans I. Food Processing Plant Re-Opening Inspections J. Product Sampling Results K. Complaints L. Correspondence <p><u>CENTER FOR INJURY AND SEXUAL ASSAULT PREVENTION</u></p> | <p>17A - L) These are CONTINUOUSLY updated records. Record will be provided to the Maryland State Archives every THREE (3) YEARS.</p> |
| 18. | <p>Kids in Safety Seats</p> <ul style="list-style-type: none"> A. Car Seat Checkup Event Form <ul style="list-style-type: none"> 1. This form contains caregiver information, including: name, address and phone number. 2. This form possibly contains child information, including name, age, weight and height. B. Special Needs Car Seat Loaner Program Form <ul style="list-style-type: none"> 1. This form contains caregiver information, including: name, address and phone number. 2. This form possibly contains child information, including name, age, weight and height and Date of Birth. | <p>18A) Retain for SIX (6) YEARS, then destroy.</p> <p>18B) Retain for FIVE (5) YEARS, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE**DEPARTMENT OF HEALTH & MENTAL HYGIENE**PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE/ADMINISTRATION/BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|---|--|
| 19. | <p>Sexual Assault Reimbursement Unit</p> <p>A. These files contain non-record copies of hospital, physician office, and laboratory invoices for reimbursement for sexual assault medical forensic examinations.</p> <p>B. Sexual Assault Data System (Electronic Master Database).</p> <p><u>CENTER FOR INJURY EPIDEMIOLOGY</u></p> | <p>19A) Retain for FIVE (5) YEARS, then destroy.</p> <p>19B) This is a CONTINUOUSLY updated electronic record. Record will be provided to the Maryland State Archives every FIVE (5) YEARS.</p> |
| 20. | <p>Maryland Violent Death Reporting System</p> <p>A. Hard copies of Death Certificates</p> <p>B. Police Reports</p> <p>C. Supplementary Homicide Reports (SHR)</p> | <p>20A) Retain for TEN (10) YEARS from date of death, then destroy.</p> <p>20B) Information from police reports is entered into the National Violent Death Reporting System, a web based system maintained by CDC. Retain police reports for TEN (10) YEARS from death year, then destroy.</p> <p>20C) Information from Supplementary Homicide Reports is entered into the National Violent Death Reporting System, a web based system maintained by CDC. Retain Supplementary Homicide Reports for TEN (10) YEARS from death year, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE**DEPARTMENT OF HEALTH & MENTAL HYGIENE**PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|--|--|
| 21. | <p><u>INFECTIOUS DISEASE AND OUTBREAK RESPONSE BUREAU</u></p> <p><u>BUREAU WIDE</u></p> <p>A. Health Officer memos</p> <p>B. Site Visit Reports</p> <p>C. On-Call Consultation Reports</p> <p>D. Federal Cooperative Agreements and related reports</p> <p>E. Communicable Disease Surveillance-Laboratory Reports other than TB, syphilis, gonorrhea, and chlamydia (DHMH 1281 "Laboratory Evidence of Certain Communicable Disease) and HIV/AIDS (DHMH 4492 "State of MD HIV/CD4 Laboratory Reporting Form") collected for the purpose of identifying gaps between manual and electronic submissions, both paper and electronic.</p> <p>F. Case Investigation Reports (DHMH, CDC, and other case report or surveillance forms and other summaries of case investigation) other than HIV/AIDS, TB, syphilis, gonorrhea, and chlamydia</p> <p>G. Electronic Data Case Registry Records</p> | <p>21A) Retain for TEN (10) years, then destroy.</p> <p>21B) Retain for TEN (10) YEARS, then destroy.</p> <p>21C) Retain for TEN (10) YEARS, then destroy, with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for TEN (10) YEARS and then destroy.</p> <p>21D) Retain for FIVE (5) YEARS after the project period ends and all Federal conditions of award and audit requirements have been met, then destroy.</p> <p>21E) Retain for ONE (1) YEAR, then destroy with the following exceptions: If scanned, scan according to the Maryland State Archives standards and dispose of paper originals. Retain scans for ONE (1) YEAR, then destroy.</p> <p>21F) Retain for TWENTY TWO (22) YEARS from the date of creation, then destroy, with the following exception: If scanned, scan according to State Archive's standards and dispose of paper originals. Retain scans for TWENTY TWO (22) YEARS and then destroy.</p> <p>21G) Retain on-site for ONE HUNDRED (100) YEARS or until superseded by updated information, whichever is sooner, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE**DEPARTMENT OF HEALTH & MENTAL HYGIENE**PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|--|---|
| | <p>H. Research Projects: Project protocols, Institutional Review Board (IRB) applications, Memorandum of Understanding (MOUs) and other memorandums, consent forms, records from which medical information has been extracted, patient line lists, data collection forms, data analysis results, abstracts, presentations and reports.</p> | <p>21H) Retain for TEN (10) YEARS, or until CDC or other funder closes the project and all audit requirements have been met, whichever is sooner, then destroy.</p> |
| | <p><u>INFECTIOUS DISEASE SURVEILLANCE</u></p> | |
| 22. | <p>A. Infectious Disease Surveillance Annual Summary Reports to CDC</p> <p>B. Salmonella Typhi Carrier Record</p> <p>C. HIV/AIDS Case Investigation Reports (DHMH, CDC, and other case report or surveillance forms and other summaries of case investigations)</p> | <p>22A) Retain for FIVE (5) YEARS, then destroy with the following exceptions: If scanned, scan according to the State Archives standards and dispose of paper originals. Retain scans for FIVE (5) YEARS, then destroy.</p> <p>22C) Retain on-site for the LIFE OF THE CARRIER, or for 100 years, whichever is sooner, then destroy.</p> <p>22D) Retain on-site for FIFTY (50) years, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for FIFTY (50) YEARS, then destroy.</p> |
| | <p><u>OUTBREAK AND OUTBREAK CASE INVESTIGATION</u></p> | |
| 23. | <p>A. Outbreak and Outbreak Case Investigation Files (Except for TB investigations)</p> <p>B. Outbreak final reports</p> | <p>23A) Retain for TWENTY TWO (22) YEARS from the date of creation, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for TWENTY TWO (22) YEARS, then destroy.</p> <p>23B) Retain for TWENTY TWO (22) YEARS from the date of creation, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards. Retain scans for TWENTY TWO (22) YEARS, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES
SECRETARIAT

PREVENTION AND HEALTH PROMOTION ADMINISTRATION

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
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| 24. | <u>ZOOBOTIC AND VECTORBORNE DISEASES</u> | |
| | A. Maryland Report of Human Postexposure Rabies Prophylaxis | 24A) Retain for FIVE (5) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for FIVE (5) YEARS, then destroy. |
| | B. Monthly summary animal bite reports | 24B) Retain for FIVE (5) YEARS, then destroy. |
| | C. Individual animal bite reports (in-state and out-of-state) | 24C) Retain for FIVE (5) YEARS, then destroy. |
| | D. CDC Notice of Imported Dog | 24D) Retain for FIVE (5) YEARS, then destroy. |
| | E. Exotic Bird permits | 24E) Retain for FIVE (5) YEARS, then destroy, with the following exception: If scanned, scan according to Maryland State Archive standards and dispose of paper originals. Retain scans for FIVE (5) YEARS, then destroy. |
| | F. Other required reports (e.g. Postexposure Visit Record and Consent Form, Anti-Rabies Vaccination Tally Sheet, etc.) | 24F) Retain for TEN (10) YEARS, then destroy. With the following exception: If scanned, scan according to Maryland State Archive standards and dispose of paper originals. Retain scans for TEN (10) YEARS, then destroy. |
| | G. Quarterly reports for pre- and post-exposure rabies regimens | 24G) Retain for FIVE (5) YEARS, then destroy, with the following exception: If scanned, scan according to Maryland State Archive standards and dispose of paper originals. Retain scans for FIVE (5) YEARS, then destroy. |
| | H. Rabies Vaccine Delay Requests | 24H) Retain for FIVE (5) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archive standards and dispose of paper originals. Retain scans for FIVE (5) YEARS, then destroy. |

RECORDS RETENTION AND DISPOSAL SCHEDULE**DEPARTMENT OF HEALTH & MENTAL HYGIENE**PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE /ADMINISTRATION/BOARD

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| 25. | <p><u>TUBERCULOSIS</u></p> <p>A. Tuberculosis Case/Suspect Report (DHMH 4501) and associated National Electronic Disease Surveillance System (NEDSS) case files that contain laboratory reports and other detailed information on TB</p> <p>B. Case files of multiple-drug resistant patients and those incarcerated for noncompliance with TB treatment</p> <p>C. Verified TB Case Notebooks (1913-1989): Contains lists of reported TB Cases</p> <p>D. TB Investigation files: include special investigations, i.e., large contact investigations, investigations of outbreaks, laboratory contamination, and significant clusters of culture positive cases with identical DNA fingerprints</p> <p>E. TB Alien Report Forms: forms used to notify states about aliens entering with TB</p> | <p>25A) Retain on-site for ONE HUNDRED (100) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> <p>25B) Retain on-site for ONE HUNDRED (100) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> <p>25C) Retain on-site for ONE HUNDRED (100) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> <p>25E) Retain on-site for ONE HUNDRED (100) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> <p>25F) Retain on-site for ONE HUNDRED (100) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE /ADMINISTRATION/BOARD

| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|--|--|
| 26. | <p><u>REFUGEE HEALTH</u></p> <p>A. Refugee Health Screening Records and associated case files that contain laboratory reports and other detailed information about refugees.</p> <p>B. Mental Health Referral Request Forms</p> <p>C. Refugee health files: includes special investigations (e.g. outbreak investigations, contact investigations)</p> | <p>26A) Retain on-site for ONE HUNDRED (100) YEARS and until all audit requirements are met, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> <p>26B) Retain on-site for ONE HUNDRED (100) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> <p>26C) Retain on-site for ONE HUNDRED (100) YEARS, then destroy with the following exception: If scanned, scan according to Maryland State Archives standards and dispose of paper originals. Retain scans for ONE HUNDRED (100) YEARS and then destroy.</p> |
| 27. | <p><u>IMMUNIZATIONS</u></p> <p>A. Vaccine For Children (VFC) Inventory Records</p> <p>B. VFC Site Visit Reports</p> <p>C. VFC Provider Training Records</p> <p>D. Vaccines for Children (VFC) Managed Care Organization (MCO) Panels. These are patient data files submitted by VFC providers to establish vaccine allocation</p> | <p>27A) Retain for THREE (3) MONTHS from the date of creation, then destroy.</p> <p>27B) Maintain for TWO (2) YEARS and until all audit requirements are met, then destroy.</p> <p>27C) Retain for TWO (2) YEARS from the date of creation, then destroy.</p> <p>27D) Maintain patient data for THREE (3) MONTHS, then destroy. Maintain data cover sheet for FOUR (4) YEARS, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

PUBLIC HEALTH SERVICES
SECRETARIATPREVENTION AND HEALTH PROMOTION ADMINISTRATION
OFFICE / ADMINISTRATION / BOARD

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|----------|--|--|
| | <p>E. School Immunization Surveys</p> <p>F. Immunization Registry (ImmuNet) Records</p> <p><u>INFECTIOUS DISEASE PREVENTION AND HEALTH SERVICES BUREAU</u></p> <p><u>BUREAU WIDE</u></p> | <p>27E) Maintain hard copies for TWO (2) YEARS, then destroy; maintain electronic database containing key elements from School Immunization Surveys for TEN (10) YEARS, then destroy.</p> <p>27F) Retain data for ONE-HUNDRED (100) YEARS or until superseded by updated information, whichever is sooner, then destroy.</p> |
| 28. | <p>A. Health Officer memos</p> <p>B. Site Visit Reports</p> <p>C. On-Call Consultation Reports</p> <p>D. Federal Cooperative Agreements and Related Reports</p> | <p>28A) Retain for TEN (10) YEARS, then destroy. If scanned, scan according to Maryland State Archives standards. Retain scans for TEN (10) YEARS from the date of paper origins, then destroy.</p> <p>28B) Retain for TEN (10) YEARS, then destroy. If scanned, scan according to Maryland State Archives standards. Retain scans for TEN (10) YEARS from the date of paper origins, then destroy.</p> <p>28C) Retain for TEN (10) YEARS, then destroy. If scanned, scan according to Maryland State Archives standards. Retain scans for TEN (10) YEARS from the date paper origins, then destroy.</p> <p>28D) Retain for TEN (10) YEARS after the project period ends, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

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OFFICE / ADMINISTRATION / BOARD

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|----------|--|---|
| 29. | <p><u>SEXUALLY TRANSMITTED DISEASES</u></p> <p>A. Syphilis/HIV case management records from STAT Lab Project</p> <p>B. Syphilis Laboratory Reports from the STAT Lab Project</p> <p>C. Data from statewide electronic surveillance systems</p> | <p>29A) Retain for TWENTY TWO (22) YEARS, then destroy. If scanned, scan according to State Records Center standards; retain for TWENTY TWO (22) YEARS from the date of paper origins, then destroy.</p> <p>29B) Retain for THREE (3) YEARS, then destroy.</p> <p>29C) CONTINUOUS Record. Maintain as a perpetual file for epidemiological purposes by updating when amended or revised and destroying obsolete material.</p> |
| 30. | <p><u>MARYLAND AIDS DRUG ASSISTANCE PROGRAM</u></p> <p>A. Fiscal Records</p> <p>B. Client Files</p> | <p>30A) Retain for FIVE (5) YEARS, then destroy. If scanned, scan according to Maryland State Archives standards. Retain scans for FIVE (5) YEARS from the date of paper origins, then destroy.</p> <p>30B) Retain for FIVE (5) YEARS after file closed, then destroy.</p> |
| 31. | <p><u>HIV PREVENTION AND HEALTH SERVICES</u></p> <p>A. Aggregate contract monitoring data and reports</p> <p>B. Client-level programmatic data collection forms</p> <p>C. Client-level programmatic datasets</p> | <p>31A) Retain for THREE (3) YEARS, then destroy. If scanned, scan according to Maryland State Archives standards. Retain scans for THREE (3) YEARS from the date of paper origins, then destroy.</p> <p>31B) Retain until scanned to Maryland State Archives standards, then retain paper until quality assurance check is completed, then destroy paper originals. Retain images for THREE (3) YEARS from the date of paper origins, then destroy.</p> <p>31C) Maintain for TEN (10) YEARS, then destroy.</p> |