

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	3063
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Office of the Chief Medical Examiner (OCME)
Mission Statement/Link to division/unit website	https://health.maryland.gov/ocme/Pages/Home.aspx

Schedule Information

Supersedes Schedule(s)	689, 689A
Amends Schedule(s)	

Preparer Information

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Title of Preparer	Policy and Operational Advisor to the Chief Medical Examiner
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Preparer Telephone Number	
Date	

Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	7/25/2024

State Archivist Approval

State Archivist Signature	<i>[Signature]</i>
Date	11/22/24

An MDH Certificate of Records Disposal Request **must** be submitted for review and approval **before** disposing of **any and all** MDH record materials. This includes, but is not limited to, records that have reached retention, no matter the physical format; and paper records scanned immediately upon receipt. After disposal, the MDH Records Office will submit a disposal certificate to the Maryland State Archives (MSA) on the Program's behalf. If digitizing records, digitize to MSA standards and destroy originals via the Certificate of Records Disposal Request process. Digitized records must be retained per the retention periods assigned to the original version of the record.

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Records Series Title: Ledgers-Reports of Deaths (City and County)	Page 1 of: 5
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Record Series Content	Ledgers - Reports of Deaths
Record Series Function	Ledgers contain aggregated data regarding death investigations in Maryland, including, but not limited to, case number, date, time, locations, cause, and manner of death.
Organization/Arrangement	Primarily chronological, though some may be geographical, or alphabetically by name.
Indexing System	Files series is arranged by case number and date
Restrictions (Law or Regulation Citation)	<p>For a Public Information Act (PIA) request, the only fields of data to be released from ledgers are those contained in an individual autopsy report:</p> <ol style="list-style-type: none"> 1. Name of Decedent 2. Case Number 3. Date of Autopsy <p>Additional requests must be approved by the Chief Medical Examiner or delegated representative.</p> <p><i>Under the Public Information Act (the "Act"), Annotated Code of Maryland, General Provisions ("Gen. Prov.") § 4-329(b)(1), the OCME must deny inspection of a public record that "contains medical or psychological information about an individual, other than an autopsy report of a medical examiner." Individual files of the OCME, with the exception of the medical examiner's autopsy report, are considered confidential medical records pursuant to the Code of Maryland Regulations (COMAR) 10.35.01.14.A-B. The OCME is further prohibited from disclosing medical records, with the exception of the autopsy report, by MD Code Health General § 4-310 et. seq.</i></p>
Formats (bound book, microfilm, pdf, tif, etc.)	Bound book

Volume (file drawers, gigabytes, etc.)	86 bound books
Annual Accumulation (file drawers, gigabytes, etc.)	None, no longer used
Current Location	OCME: 900 W. Baltimore St. Baltimore, MD 21223
Audit Requirements	None
Date Span	Used until 1987
Completeness /Gaps	Incomplete up until 1966, gaps throughout calendar year 1987

Schedule Item Number	1
Retention	Retain records for seven years from the origination date, then transfer to MSA for permanent retention via the MDH Records Management Program's, " <u>Transferring Non-Digital Permanent Records to MSA</u> " process.
Justification for Permanent Retention	Past Records of Death Investigation in Maryland, and do not exist elsewhere.

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**Records Series Title: Database of Death
Investigations in Maryland**

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Record Series Content	Database of Death Investigations (Baltimore City and All Maryland Counties)
Record Series Function	Database containing all vital information regarding decedent death and investigation including, but not limited to, timestamping, death vendor payments, death certificate issuance, and approved third-party information releases.
Organization/Arrangement	Entirely Chronological
Indexing System	Serial Database
Restrictions (Law or Regulation Citation)	<p>For a PIA request, only the autopsy report can be released from the CME database. Additional requests must be approved by the Chief Medical Examiner or delegated representative.</p> <p>Release of aggregated data under a PIA request, using the serial database, only fields contained in an autopsy report may be released.</p> <ol style="list-style-type: none"> 1. Name of Decedent 2. Case Number 3. Date of Autopsy 4. External Examination 5. Evidence of Therapy 6. Evidence of Injury 7. Internal Examination 8. Microscopic Examination 9. Pathological Diagnoses 10. Opinion 11. Date Signed <p>Under the Public Information Act (the "Act"), Annotated Code of Maryland, General Provisions ("Gen. Prov.") § 4-329(b)(1), the OCME must deny inspection of a public record that "contains medical or psychological information about an individual, other than an autopsy report of a medical examiner." Individual files of the OCME, with the exception of the medical examiner's autopsy report,</p>

	are considered confidential medical records pursuant to the Code of Maryland Regulations (COMAR) 10.35.01.14.A-B. The OCME is further prohibited from disclosing medical records, with the exception of the autopsy report, by MD Code Health General § 4-310 et. seq.
Formats (bound book, microfilm, pdf, tif, etc.)	Proprietary serial database created by OCME
Volume (file drawers, gigabytes, etc.)	Primary database: 28GB Documents database: 60GB Documents archive: 212GB
Annual Accumulation (file drawers, gigabytes, etc.)	Increased by approximately 25 GB annually
Current Location	OCME: 900 W. Baltimore St. Baltimore, MD 21223
Audit Requirements	None
Date Span	2005-Current
Completeness /Gaps	Complete

Schedule Item Number	2
Retention	Retain records for seven years from the origination date, then transfer to MSA for permanent retention via the MDH Records Management Program's, " <u>Transferring Digital Permanent Records to MSA</u> " process.
Justification for Permanent Retention	Contains high-value data to include vital information regarding decedent death and investigation. Including timestamping, vendor payments, death certificate issuance, and approved third-party information releases.

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**Records Series Title: Case Files of Death
Investigations in Maryland**

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Record Series Content	<p>Case Files of Death Investigations (Baltimore City and All Maryland Counties)</p> <p>The case files of deaths may include:</p> <ol style="list-style-type: none"> 1. Cover Page 2. Autopsy Report 3. Toxicology Report of Findings 4. Ancillary Consultative Reports 5. Investigation Report 6. Death Certificate 7. Body Transport Receipt and Release 8. Notes and Correspondence 9. Supporting Investigation and Medical Information
Record Series Function	<p>Comprehensive case files that include data containing all vital information regarding decedent death and the death investigation.</p>
Organization/Arrangement	<p>Entirely Chronological</p>
Indexing System	<p>Case files are organized by accession numbers automatically assigned by the Medical Examiner Serial Database (CME).</p>
Restrictions (Law or Regulation Citation)	<p>For a PIA request, only the autopsy report can be released from the case file. Additional requests must be approved by the Chief Medical Examiner or delegated representative.</p> <p>Under the Public Information Act (the "Act"), Annotated Code of Maryland, General Provisions ("Gen. Prov.") § 4-329(b)(1), the OCME must deny inspection of a public record that "contains medical or psychological information about an individual, other than an autopsy report of a medical examiner." Individual files of the OCME, with the exception of the medical examiner's autopsy report, are considered confidential medical records pursuant to the Code of Maryland Regulations (COMAR) 10.35.01.14.A-B. The OCME is further prohibited from disclosing medical records, with the exception of the autopsy report, by MD Code Health General § 4-310 et. seq.</p>

Formats (bound book, microfilm, pdf, tif, etc.)	Classification File Folders, 1 Divider, 2" Embedded Fasteners
Volume (file drawers, gigabytes, etc.)	315 File Drawers (12"x24") currently at OCME, 365 microfiche reels
Annual Accumulation (file drawers, gigabytes, etc.)	30-40 File drawers based on annual volume Microfiche: none
Current Location	OCME: 900 W. Baltimore St. Baltimore, MD 21223
Audit Requirements	None
Date Span	1958-Current
Completeness /Gaps	Files: Complete 2005-Current (315 file drawers) Microfiche: Unknown

Schedule Item Number	3
Retention	Retain records for seven years from the origination date, then transfer to MSA for permanent retention via the MDH Records Management Program's, " <u>Transferring Non-Digital Permanent Records to MSA</u> " process.
Justification for Permanent Retention	Contains high-value content that has a high yield of PIA requests. These case files are frequently requested for court cases.

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Records Series Title: Index of Death Investigation Case Histories	Page 4 of 5
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Record Series Content	Index of Death Investigation Case Histories
Record Series Function	Index cards to case histories contain all the vital material concerning death cause and manner. Cases are arranged by year and county and alphabetically therein
Organization/Arrangement	Primarily chronological, though some may be geographical, or alphabetically by name.
Indexing System	Files series is arranged by case number and date
Restrictions (Law or Regulation Citation)	<p>For a PIA request, the only fields of data to be released from index cards are those contained in an individual autopsy report:</p> <ol style="list-style-type: none"> 1. Name of Decedent 2. Case Number 3. Date of Autopsy 4. Race 5. Sex 6. Cause of Death 7. Manner of Death 8. Medical Examiner/s assigned to case <p>Additional requests must be approved by the Chief Medical Examiner or delegated representative.</p> <p>Under the Public Information Act (the "Act"), Annotated Code of Maryland, General Provisions ("Gen. Prov.") § 4-329(b)(1), the OCME must deny inspection of a public record that "contains medical or psychological information about an individual, other than an autopsy report of a medical examiner." Individual files of the OCME, with the exception of the medical examiner's autopsy report, are considered confidential medical records pursuant to the Code of Maryland Regulations (COMAR) 10.35.01.14.A-B. The OCME is further prohibited from disclosing medical records, with the exception of the autopsy report, by MD Code Health General § 4-310 et. seq.</p>

Formats (bound book, microfilm, pdf, tif, etc.)	3x5" Index cards
Volume (file drawers, gigabytes, etc.)	156 rows (3"x24")
Annual Accumulation (file drawers, gigabytes, etc.)	None, no longer used
Current Location	OCME: 900 W. Baltimore St. Baltimore, MD 21223
Audit Requirements	None
Date Span	1939-1985
Completeness /Gaps	Unknown

Schedule Item Number	4
Retention	Retain records for seven years from the origination date, then transfer to MSA for permanent retention via the MDH Records Management Program's, " <u>Transferring Non-Digital Permanent Records to MSA</u> " process.
Justification for Permanent Retention	Past Comprehensive Indexing of Death Investigation in Maryland, and does not exist elsewhere

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Records Series Title: OCME Educational Material Page 5 of 5

Record Series Content	Photographic glass slides of OCME educational material
Record Series Function	Glass slides of educational material concerning death investigation within OCME.
Organization/Arrangement	Primarily chronological, though some may be geographical, or alphabetically by name.
Indexing System	Slides are not in any particular order
Restrictions (Law or Regulation Citation)	Under the Public Information Act (the "Act"), Annotated Code of Maryland, General Provisions ("Gen. Prov.") § 4-329(b)(1), the OCME must deny inspection of a public record that "contains medical or psychological information about an individual, other than an autopsy report of a medical examiner."
Formats (bound book, microfilm, pdf, tif, etc.)	3"x2"- 0.25" thick glass slides 3 1/4 x 4 1/4 inches (8.25 x 10.8 cm) Kodachrome slide
Volume (file drawers, gigabytes, etc.)	53 rows (3"x24") 600 Kodachrome slides (five 2 inch binders)
Annual Accumulation (file drawers, gigabytes, etc.)	None, no longer used
Current Location	OCME: 900 W. Baltimore St. Baltimore, MD 21223
Audit Requirements	None
Date Span	1939-1985 (approx.)
Completeness /Gaps	Unknown

Schedule Item Number	5
Retention	Retain records for seven years from the origination date, then transfer to MSA for permanent retention via the MDH Records Management Program's, "Transferring Non-Digital Permanent

	Records to <u>MSA</u> " process.
Justification for Permanent Retention	Historical educational material unique to the field of forensic pathology.

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