

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	800A3
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Behavioral Health Administration – Service Access and Practice Innovation
Mission Statement/Link to division/unit website	https://health.maryland.gov/bha/Pages/Service%20Access%20and%20Practice%20Innovation.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	800, 800A, 800A1, 800A2, 800B and 800B1

Preparer Information

Name of Preparer	Greer Dorsey
Title of Preparer	MDH Records Officer
Preparer Email Address	greer.dorsey@maryland.gov
Preparer Telephone Number	410-767-1586
Date	2/27/2023

Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	2/27/2023

State Archivist Approval

State Archivist Signature	<i>[Handwritten Signature]</i>
Date	3/28/23

This schedule combines schedules 800, 800A, 800A1, 800A2, 800B and 800B1. Records that fall under line item 10 should be retained for 4 years.

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 AND MENTAL HYGIENE **ALCOML +** Drug Abuse Administration

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>GENERAL CORRESPONDENCE FILES</u> Correspondence with local, State and Federal officials, project leaders and citizens pertaining to the business of the Drug Abuse Administration, divisions, programs and projects.</p>	Retain for three (3) years, then destroy.
2.	<p><u>DIRECTOR'S CENTRAL SUBJECT FILES</u> Copies of correspondence, program documents and project papers covering every facet of DAA business, both outgoing and incoming, including nonfunded programs and all miscellaneous records.</p>	Retain for five (5) years, then destroy.
3.	<p><u>DRUG ABUSE ADMINISTRATION PROPOSAL FILES</u> Proposal documents for federal funding under Social Security Title XX, National Institute on Drug Abuse, and TRAP (Treatment and Rehabilitation for Addicted Prisoners). These are prescribed forms that result in federal funding of certain DAA programs.</p>	Retain for five (5) years or until all audit requirements are fulfilled, then destroy.
4.	<p><u>DIRECT FEDERAL GRANTS TO PROGRAMS</u> This file series includes proposals, reviews by DAA and federal authorities, correspondence related to federal grants and back-up material.</p>	Retain for five (5) years, then destroy.
5.	<p><u>GRANT FILES</u> This file series contains detailed grant proposals and approvals. There is an explanation of the grant including funding and personnel. There is also correspondence related to the preparation and approval of the grant.</p>	Retain for ten (10) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

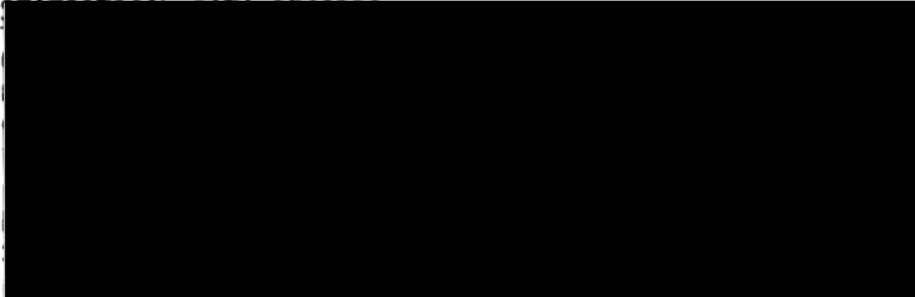

4/13/80 *Richard Hamilton* Director

7/7/80 *Edward J. ...* State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. **800**

PAGE
NO. 2 of 2

Item No.	Description	Retention
6.	<u>NONFUNDED GRANT PROPOSALS</u> The nonfunded grant files contain grant proposals, review, notification of denied grant and correspondence.	Retain for three (3) years, then destroy.
7.	<u>RESUMES FILE</u> These files consist of the resumes of each employee involved in federal grants. Federal regulations require a check on each employee's qualifications to hold any given position.	Retain for one (1) year after current employee retirement, then destroy.
8.	<u>LIBRARY AND TECHNICAL REFERENCE FILES</u> This file contains books, reports and publications pertaining to the DAA field.	Retain nonrecord material until no longer necessary to the business of the DAA, then destroy.
9.	<u>YEAR-END RECONCILIATIONS OF GRANTS</u> This file series covers the balancing of the grant budget including budget sheets, equipment purchase documents and salary scales.	Retain for three (3) years, or until all audit requirements are fulfilled, then destroy.
10.		
11.	<u>PROGRAM FILES</u> File series contains program documents monitored by the division of Field Representatives and specific correspondence related to it.	Retain for four (4) years in office and transfer to a State Records Center for four (4) years, then destroy.

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 800-A

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

DRUG ABUSE ADMINISTRATION

AGENCY

DIVISION

Item No.	Description	Retention
10.	<p><u>STATISTICAL DATA RECORDS</u></p> <p>CODAP (Client Oriented Data Acquisitions Process) is a nonidentifying statistical study of admission, discharge client flow summary forms and how many clients are in the programs.</p> <p>NDATUS (National Drug and Alcohol Treatment Utilization Survey) is a statistical study consisting of federal forms concerning patient's drug history information.</p>	Retain for four (4) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

10/21/81
Date

Lucas M. Martin
Signature
Division Chief
Title

11/17/81
Date

Edward J. [Signature]
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 800-B

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
Department of Health & Mental Hygiene Drug Abuse Administration		
12.	<p>SCHEDULE 800 IS AMENDED TO INCLUDE THE FOLLOWING ITEMS:</p> <p><u>SSI Client Files</u></p> <p>Includes the treatment records and correspondence of SSI recipients who have recognized addictions and are monitored to insure that they are meeting the requirements of attending alcohol/drug treatment programs.</p>	Retain for five (5) years, then destroy.
13.	<p><u>Third Party Payments</u></p> <p>Records, correspondence and administrative details relating to fees paid by Medicaid and all other third party insurers for addiction treatment services rendered to chemically dependent clients.</p>	Retain for five (5) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

9/27/82 *Richard A. Hendon*
Date Signature

10/14/82 *E. P. [Signature]*
Date State Archivist