

# THE IAC BULLETIN

Updates from the Office of Internal Controls and Audit Compliance

## What is the MDH Records Management Program?

MDH's Records Management Program ensures the continual, economic, efficient, and secure management of the Department's records. Located in the Office of Internal Controls and Audit Compliance (IAC), the MDH Records Management Program is responsible for maintaining all records inventory and retention schedules and managing Certificate of Records Disposal requests and the records transmittal requests for MDH's records. All of MDH's record materials, its programs, facilities, boards, commissions, and local health departments (LHDs) are "public records" (or "records of public officials") and are subject to State rules on Maryland's public records.

## What is a Record?

"Records," "record materials," or "public records" include any paper, correspondence, form, photograph, recording, microfilm, magnetic tape, diskette, CD, DVD file, table, chart, map, drawing, database, or other documents (including email), regardless of physical form or characteristics, that has been made or received by a unit of MDH in connection with the transaction of official business, and that needs to be preserved for informational value or as evidence of a transaction.

## Records Retention Schedules

A Records Inventory and Retention Schedule (also known as DGS Form 550-1, records retention schedule, or schedule) is an official document listing and describing the records series of a program or office. It provides authorization to destroy records that are not essential to operations at a specific time period. In the case of archival materials, the schedule assists in identifying records of permanent value or deserving permanent retention.

**All desired schedule updates and changes must be discussed with the MDH Records Management Program and approved by the Maryland State Archives before taking effect.**

## Have you located your agency's Records Coordinator?

A Records Coordinator is responsible for implementing and managing the MDH Records Program at their agency, facility or LHD. Coordinators review records transmittal forms and certificate of records disposal requests prepared by a unit's Records Manager to assure that they're correct before submitting them to the Records Office for processing.

## VISIT OUR NEW WEBSITE

The website for the MDH Records Management Program is a one-stop shop for your MDH records questions and requests. Visit us online for records retention schedules and the required forms to request a records disposal and to request a records transmittal.

<https://health.maryland.gov/iac/Pages/records.aspx>

## Questions?

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## Records Disposal Request

A Certificate of Records Disposal Request is a request to destroy records that an agency no longer needs. Records must be destroyed in accordance with the agency's approved records inventory and retention schedule.

**MDH records disposal requests must be submitted via the electronic MDH Certificate of Records Disposal Form.**

## Records Transmittal and Receipt

A Records Transmittal and Receipt (also known as DGS Form 550-5) is an official document used as a notification for the Maryland State Records Center, as a shipping document, receipt, and warehouse locator. Only records listed on an authorized records schedule may be placed into Records Center storage.

Transmittals may also be used to transfer permanent records to the Maryland State Archives in Annapolis, but they must be entered on separate forms from records destined for storage.

