

# THE IAC BULLETIN

Updates from the Office of Internal Controls and Audit Compliance

## How Should Our Office Prepare Our Records for the State Center Move?

If your office has been told it is moving, please be aware that your MDH records need to be handled in specific ways leading up to and as part of the move.

MDH administrations included in the State Center Move should:

- Familiarize yourself with your unit's record retention schedule
- Familiarize yourself with your Records Coordinator, as they are responsible for overseeing the proper maintenance and disposal of records
- Records Coordinators should add an addendum to their unit's retention schedule if digitization language is not already included in the schedule.
- Begin identifying and organizing files that need to be scanned, including removing staples, paper clips, etc.
- Submit records disposal requests for records that can be destroyed now
- Dispose of non-record materials that are not being taken to the new office space

## IMPORTANT REMINDERS FOR HANDLING YOUR MDH RECORDS

Record materials must be disposed of in accordance with your MDH unit's retention schedule and must be approved for disposal by MDH's Records Management Office. Non-record materials do not have to be maintained in accordance with an approved retention schedule and can be thrown away or shredded once they are no longer needed.

All paper materials (non-record or record) containing PHI, PII, HIPAA and privacy related data must be placed in a secured shred bin. Work-related non-records (in paper format) can also be placed in a secured shred bin.

## Questions?

If you are not sure what types of records you have and what you need to do with them, please

- Visit the MDH Records Management Program online, <https://health.maryland.gov/iac/Pages/records.aspx>.
- Contact us as [mdh.recordsoffice@maryland.gov](mailto:mdh.recordsoffice@maryland.gov).