

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	3083
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### Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	<b>Office of Preparedness &amp; Response (OP&amp;R)</b>
Mission Statement/Link to division/unit website	<a href="https://health.maryland.gov/preparedness/Pages/Home.aspx">https://health.maryland.gov/preparedness/Pages/Home.aspx</a>

### Schedule Information

Supersedes Schedule(s)	2329 and 2329A
Amends Schedule(s)	

### Preparer Information

Name of Preparer	Krystal Fox
Title of Preparer	Business Continuity/COOP Planner
Preparer Email Address	krystal.fox@maryland.gov
Preparer Telephone Number	443-934-0773
Date	7-23-2025

### Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	8-14-2025

### State Archivist Approval

State Archivist Signature	<i>Carol Balaban</i>
Date	1/9/2026

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
BIOSURVEILLANCE**

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<b>Record Series Content</b>	24/7 statewide bio-surveillance data, including symptoms presenting in emergency rooms and to paramedics, over-the-counter sales of pharmaceuticals, and in metropolitan areas, sensor-based data, such as air monitoring for chemical and radiological releases.
<b>Record Series Function</b>	This data is collected for real-time public health situational awareness and early detection of potential public health threats. It is used to identify trends, detect outbreaks, monitor environmental hazards, and inform public health decision-making. It includes intelligence reports that consolidate data from the National Electronic Disease Surveillance System (NEDSS), Electronic Surveillance System for the Early Notification of Community-based Epidemics (ESSENCE), and other data sources from local, regional, national, and international partners.
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on H and Google Drives)
<b>Volume (file drawers, gigabytes, etc.)</b>	20 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	5 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	None
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	1
<b>Retention</b>	Retain records for <b>three (3) years from the date of creation</b> , then delete records by following the Maryland Department of Health (MDH) Certificate of Records Disposal Request process. Paper copies are generated from electronic records and are

	considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 3083</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>CONTINUITY OF OPERATIONS PLANNING (COOP)</b>	<b>Page 3 of 31</b>
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<b>Record Series Content</b>	Projected operating plans, continuity of operations (COOP) plans, business impact analyses (BIAs), risk assessments, and recovery strategies in continuing essential functions during emergency or disaster situations.
<b>Record Series Function</b>	To ensure MDH programs and services can continue with minimal disruption during emergencies or disasters. These records support preparedness, planning, and decision-making related to risk mitigation, essential functions, continuity strategies, and recovery operations. They are used to assess vulnerabilities, prioritize resources, and maintain critical services across MDH units.
<b>Organization/Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on the H and Google Drives)
<b>Volume (file drawers, gigabytes, etc.)</b>	5 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	None
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	2

<b>Retention</b>	Retain records for <b>four (4) years from the date of creation</b> , then delete records by following the MDH Certificate of Records Disposal Request process. Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
PUBLIC HEALTH AND MEDICAL OPERATIONS SERIES -  
MEDICAL COUNTERMEASURES (MCM) ADMINISTRATIVE  
RECORDS**

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<b>Record Series Content</b>	Medical Countermeasure (MCM) records related to the planning, coordination, logistics, and execution of public health emergency response activities. These records are created in preparation for and in response to biological, chemical, or radiological hazard events and do not include individual patient medical records. Examples include interagency communication logs (e.g., Centers for Disease Control and Prevention – CDC, Federal Emergency Management Agency – FEMA), MCM operational and response plans, inventory and supply chain reports, distribution site setup documentation, staffing assignments, emergency room coordination summaries, COVID-related operational files, and aggregate vaccine or medication distribution data.
<b>Record Series Function</b>	The MCM program ensures the efficient and rapid request, receipt, and distribution of Strategic National Stockpile (SNS) assets such as pharmaceuticals, vaccines, and other medical countermeasures to affected areas of the state during a declared public health emergency.
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on the H and Google Drives)
<b>Volume (file drawers, gigabytes, etc.)</b>	13 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	5 GB
<b>Current Location</b>	OP&R Candlewood Building, RSS Building, Curtis Bay Building
<b>Audit Requirements</b>	
<b>Date Span</b>	2005-Present

<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	3a
<b>Retention</b>	<p>Retain all MCM administrative and programmatic records (including operational plans, logs, reports, and communications) for <b>six (6) years from the date of creation or the date when it was last in effect</b>, whichever is later (HIPAA 45 CFR § 164.316). Delete records via the MDH Certificate of Records Disposal process. Follow applicable privacy laws.</p> <p>Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.</p>
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
PUBLIC HEALTH AND MEDICAL OPERATIONS SERIES -  
MEDICAL COUNTERMEASURES (MCM) PATIENT MEDICAL  
RECORDS - ADULT PATIENTS**

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<b>Record Series Content</b>	Medical Countermeasure (MCM) patient medical records created during public health emergency response activities. These records document the administration of vaccines, medications, or other countermeasures provided to individuals in response to biological, chemical, or radiological hazards. Includes immunization consent forms, dispensing and administration logs, patient screening forms, adverse event documentation, and vaccine/medication distribution records specific to individual recipients. Records may be generated during exercises or actual incidents, including but not limited to COVID-19 and other public health emergencies.
<b>Record Series Function</b>	The MCM program ensures the efficient and rapid request, receipt, and distribution of Strategic National Stockpile (SNS) assets such as pharmaceuticals, vaccines, and other medical countermeasures to affected areas of the state during a declared public health emergency.
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on files on the H and Google Drives); paper
<b>Volume (file drawers, gigabytes, etc.)</b>	15 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	5 GB
<b>Current Location</b>	OP&R Candlewood Building, RSS Building, Curtis Bay Building
<b>Audit Requirements</b>	
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None

<b>Schedule Item Number</b>	3b
<b>Retention</b>	<p>Retain records for <b>five (5) years</b> from the date the file is designated as inactive. A file is considered "inactive" once the response event is closed and there is no further need for follow-up care, reporting, or review.</p> <p>Delete or dispose of all records securely by following the MDH Certificate of Records Disposal process and applicable privacy laws.</p>
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
PUBLIC HEALTH AND MEDICAL OPERATIONS SERIES -  
MEDICAL COUNTERMEASURES (MCM) PATIENT MEDICAL  
RECORDS - MINOR PATIENTS**

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<b>Record Series Content</b>	Medical Countermeasure (MCM) patient medical records created during public health emergency response activities. These records document the administration of vaccines, medications, or other countermeasures provided to individuals in response to biological, chemical, or radiological hazards. Includes immunization consent forms, dispensing and administration logs, patient screening forms, adverse event documentation, and vaccine/medication distribution records specific to individual recipients. Records may be generated during exercises or actual incidents, including but not limited to COVID-19 and other public health emergencies.
<b>Record Series Function</b>	The MCM program ensures the efficient and rapid request, receipt, and distribution of Strategic National Stockpile (SNS) assets such as pharmaceuticals, vaccines, and other medical countermeasures to affected areas of the state during a declared public health emergency.
<b>Organization/Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on files on the H and Google Drives); paper
<b>Volume (file drawers, gigabytes, etc.)</b>	15 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	5 GB
<b>Current Location</b>	OP&R Candlewood Building, RSS Building, Curtis Bay Building
<b>Audit Requirements</b>	
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item</b>	3c

<b>Number</b>	
<b>Retention</b>	<p>Retain records until the individual reaches the age of majority (age 18), plus three (3) years, or five (5) years from record creation, whichever is longer, per Maryland Annotated Code, Health-General § 4-403(b) and HB0149.</p> <p>Delete or dispose of all records securely by following the MDH Certificate of Records Disposal process and applicable privacy laws.</p>
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
PUBLIC HEALTH AND MEDICAL OPERATIONS SERIES -  
EMERGENCY SUPPORT FUNCTION 8 (ESF-8)**

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<b>Record Series Content</b>	Inter-office and interagency communication files related to Emergency Support Function 8 (ESF-8), which covers public health and medical services coordination during emergency response efforts. Includes guidelines, agendas, meeting notes/minutes, memos, notices, incident reports, situation reports, and correspondence with Maryland Department of Emergency Management (MDEM), Department of Justice (DOJ), Maryland Department of Human Services (DHS), Centers for Disease Control and Prevention (CDC), and other emergency response partners.
<b>Record Series Function</b>	Supports coordination, planning, and communication related to public health and medical response during emergencies under ESF-8. These records document interagency collaboration, decisions made, and actions taken to ensure timely and effective emergency response.
<b>Organization/Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	File by <b>government agency</b>
<b>Restrictions (Law or Regulation Citation)</b>	
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on files on the H and Google Drives)
<b>Volume (file drawers, gigabytes, etc.)</b>	25 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	10 GB
<b>Current Location</b>	OP&R Candlewood Building, RSS Building, Curtis Bay Building
<b>Audit Requirements</b>	Federal Grants Management Regulation (2 CFR Part 200)
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	4
<b>Retention</b>	Retain electronic records for <b>five (5) years</b> from the date of creation, then delete the records in

	<p>accordance with the MDH Certificate of Records Disposal Request process. If an audit, claim, or litigation is initiated before the end of that period, <b>retain the records until all related matters are fully resolved and final action is taken</b>, then delete the records in accordance with the MDH Certificate of Records Disposal Request process.</p> <p>Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.</p>
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
OP&R LOGISTICS RECORDS**

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<b>Record Series Content</b>	Records related to logistical operations conducted by the Office of Preparedness and Response (OP&R), including transportation logs, bills of lading, procurement documentation, storage logs, and supply chain tracking materials. These may include paper and electronic records generated during the coordination, receipt, and distribution of materials.
<b>Record Series Function</b>	Supports logistics and supply chain management during emergency preparedness and response operations. Records are used to document the movement, procurement, and delivery of supplies (e.g., medical equipment, pharmaceuticals, and emergency materials), ensure accountability, and meet reporting and audit requirements.
<b>Organization/Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on files on the H and Google Drives)
<b>Volume (file drawers, gigabytes, etc.)</b>	30 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	10 GB
<b>Current Location</b>	OP&R Candlewood Building, RSS Building, Curtis Bay Building
<b>Audit Requirements</b>	Federal Grants Management Regulation (2 CFR Part 200)
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	5

<b>Retention</b>	<p>Retain electronic records for <b>five (5) years</b> from the date of creation, then delete the records in accordance with the MDH Certificate of Records Disposal Request process. If an audit, claim, or litigation is initiated before the end of that period, <b>retain the records until all related matters are fully resolved and final action is taken</b>, then delete the records in accordance with the MDH Certificate of Records Disposal Request process.</p> <p>Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.</p>
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 3083</b>  (To be completed by DGS/Records Management Division)
<b>Records Series Title: VOLUNTEER MANAGEMENT</b>	<b>Page 15 of 31</b>

<b>Record Series Content</b>	Maryland Responds Medical Reserve Corps (MRC) files - volunteer rosters, volunteer PII, training records, plans, volunteer guides, deployment logs, meeting minutes, and activity reports. Audit documentation.
<b>Record Series Function</b>	MRC is a community-based, civilian-volunteer program that helps build the public health infrastructure and response capabilities of communities in Maryland. These files document the recruitment, training, and deployment of volunteers during public health emergencies. It also includes records of volunteer participation in drills, exercises, and real-world event data.
<b>Organization/Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on files on the H and Google Drives)
<b>Volume (file drawers, gigabytes, etc.)</b>	30 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	10 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	None
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	6
<b>Retention</b>	Retain records for <b>five (5) years from the date of creation</b> , then delete via the MDH Certificate of Records Disposal Request process. Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 3083</b> <small>(To be completed by DGS/Records Management Division)</small>
<b>Records Series Title: TRAINING &amp; EXERCISE COORDINATION</b>	<b>Page 16 of 31</b>

<b>Record Series Content</b>	Records related to the coordination and documentation of emergency preparedness training and exercises. Includes exercise plans, training curricula and materials, exercise guidance documents, situation reports, improvement plans, individual training participation records, feedback, and after-action reports.
<b>Record Series Function</b>	To document and support the development, execution, and evaluation of emergency preparedness training and exercises. These records are used to assess readiness, identify gaps in response capabilities, inform future training needs, and improve emergency response strategies across MDH and its partners.
<b>Organization/Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical.
<b>Indexing System</b>	Exercise type, in annual folder
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on files on the H and Google Drives)
<b>Volume (file drawers, gigabytes, etc.)</b>	30 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	10 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	None
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	7
<b>Retention</b>	Retain records for <b>five (5) years from the date of creation</b> , then delete via the MDH Certificate of Records Disposal Request process. Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
OP&R PLANNING MANAGEMENT SERIES – PLANNING  
RECORDS**

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<b>Record Series Content</b>	Planning Records - Plans, analysis material, evaluation reports, maps, databases, scientific writings (e.g. papers, journal articles), protocols, logistics, emergency responses, LHDs information, etc.
<b>Record Series Function</b>	<p>The OP&amp;R Planning Management program is designed to align with CDC's Response Readiness Framework, as well as the 15 Public Health Emergency Preparedness and Response Capability standards. The Planning team shows measurable progress towards achieving the PHEP program outcomes outlined by the CDC's logic model. The purpose is to strengthen and enhance Maryland's public health preparedness, response, and recovery capacity and capability through a continuous cycle of planning, organizing, equipping, evaluating, and implementing corrective actions.</p> <p>The Hospital Preparedness Program (HPP) integrates with OP&amp;R's Planning Management program by providing federal funding to enhance the state's healthcare system readiness for emergencies. MDH distributes these funds as grants to healthcare partners, including hospitals and emergency medical services, focusing on building regional healthcare coalitions (HCCs). Grant deliverables typically include requirements for joint training exercises, coordinated planning, and equipment sharing among coalition members to improve overall preparedness and response capabilities.</p>
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	File by <b>government agency</b>
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on files on the H and Google Drives)
<b>Volume (file drawers, gigabytes, etc.)</b>	30 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	10 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	Federal Grants Management Regulation (2 CFR Part 200)
<b>Date Span</b>	2005-Present

<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	8
<b>Retention</b>	Retain records for <b>five (5) years from the date of creation and until all audit requirements are met</b> , then delete via the MDH Certificate of Records Disposal Request process. Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 3083</b>  (To be completed by DGS/Records Management Division)
<b>Records Series Title: OP&amp;R PLANNING MANAGEMENT – FEDERAL AUDIT DOCUMENTATION</b>	<b>Page 19 of 31</b>

<b>Record Series Content</b>	Planning Management Federal Audit Documentation – Planning Management Federal Audit Documentation – documentation that demonstrates compliance with federal regulations for Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) grants, as well as Cooperative Agreements. It includes financial statements, policies, operational plans, and audit trails to support accountability during federal audits.
<b>Record Series Function</b>	<p>The OP&amp;R Planning Management program is designed to align with CDC's Response Readiness Framework, as well as the 15 Public Health Emergency Preparedness and Response Capability standards. The Planning team shows measurable progress towards achieving the PHEP program outcomes outlined by the CDC's logic model. The purpose is to strengthen and enhance Maryland's public health preparedness, response, and recovery capacity and capability through a continuous cycle of planning, organizing, equipping, evaluating, and implementing corrective actions.</p> <p>The Hospital Preparedness Program (HPP) integrates with OP&amp;R's Planning Management program by providing federal funding to enhance the state's healthcare system readiness for emergencies. MDH distributes these funds as grants to healthcare partners, including hospitals and emergency medical services, focusing on building regional healthcare coalitions (HCCs). Grant deliverables typically include requirements for joint training exercises, coordinated planning, and equipment sharing among coalition members to improve overall preparedness and response capabilities.</p>
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic/digital (Files are located on files on the H and Google Drives)
<b>Volume (file drawers, gigabytes, etc.)</b>	40 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	20 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	Federal Grants Management Regulation (2 CFR Part 200)

<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	9
<b>Retention</b>	Retain records for <b>five (5) years from the date of creation and until all audit requirements are met</b> , then delete via the MDH Certificate of Records Disposal process. Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
PROGRAM ADMINISTRATION SERIES - ADMINISTRATIVE  
COMMUNICATION**

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<b>Record Series Content</b>	This series includes general administrative communication files such as program correspondence, technical information, speeches, research, and contact lists.
<b>Record Series Function</b>	Incoming and outgoing business-related correspondence created while administering agency functions and programs.
<b>Organization/Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical.
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic on the H and Google Drives.
<b>Volume (file drawers, gigabytes, etc.)</b>	30 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	10 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	Federal Grants Management Regulation (2 CFR Part 200)
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	10
<b>Retention</b>	Retain for <b>three (3) years from the date of creation and until all audit requirements are met</b> , then delete records via the MDH Certificate of Records Disposal Request process. Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.
<b>Justification for Permanent</b>	

<b>Retention</b>	
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<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 3083</b>  (To be completed by DGS/Records Management Division)
<b>Records Series Title: PROGRAM ADMINISTRATION SERIES – FISCAL INFORMATION</b>	<b>Page 23 of 31</b>

<b>Record Series Content</b>	Incoming and outgoing business-related correspondence that supports the agency's fiscal operations, including communication related to cost estimates, procurement, expenditures, reimbursements, grant funding, and financial reporting.
<b>Record Series Function</b>	Supports documentation of fiscal and administrative activity related to the operation of agency programs. Includes communication and documentation tied to financial planning, monitoring, and audit preparation.
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical.
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic files on the H and Google Drives; paper
<b>Volume (file drawers, gigabytes, etc.)</b>	30 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	15 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	Federal Grants Management Regulation (2 CFR Part 200)
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	11
<b>Retention</b>	Retain for <b>three (3) years from the date of creation and until all audit requirements are met</b> , then delete records via the MDH Certificate of Records Disposal Request process.  If any records are created or received in paper form (e.g., signed documents, incoming physical

	<p>correspondence), they must also be retained for <b>three (3) years from the date of creation</b> and until all audit requirements are met. Dispose of records via the MDH Certificate of Records Disposal Request process.</p> <p>Paper copies printed for convenience/reference may be destroyed when no longer needed.</p>
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**PROGRAM ADMINISTRATION SERIES –  
BUDGET AND ACCOUNTING RECORDS**

**Page 25 of 31**

<b>Record Series Content</b>	Budget and Accounting Records: annual budget requests, timekeeping and leave records, requisitions, order forms, inventory records, and other budget or accounting records.
<b>Record Series Function</b>	These records pertain to the general budgetary and accounting needs of OP&R.
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical.
<b>Indexing System</b>	Organized by fiscal year
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic on the H and Google Drives
<b>Volume (file drawers, gigabytes, etc.)</b>	30 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	10 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	None
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	12
<b>Retention</b>	Retain records for <b>three (3) years from the date of creation and until all audit requirements are met.</b> Delete records via the MDH Certificate of Records Disposal Request process. Paper copies are generated from electronic records and are considered to be reference copies. These copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
PROGRAM ADMINISTRATION SERIES –  
AUDITS (INTERNAL AND LEGISLATIVE AUDITS)**

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<b>Record Series Content</b>	Internal and Legislative Audits
<b>Record Series Function</b>	These records pertain to the normal Internal and Legislative Audits OP&R receives.
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical.
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper, 8 ½ X 11, electronic files on the H and Google Drives.
<b>Volume (file drawers, gigabytes, etc.)</b>	50 File Drawers, 50 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	25 File Drawers, 30 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	2 CFR Part 200 §200.333 Federal Records Act (44 U.S.C. Chapter 31)
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	13A
<b>Retention</b>	Retain records for <b>ten (10) years from the date of creation, and until all audit requirements are met</b> , then destroy via the MDH Certificate of Records Disposal Request process. If paper records are scanned, scan to Maryland State Archives standards, retain paper for one (1) year, then destroy paper originals. Retain scans for <b>ten (10) years and until all audit requirements are met</b> , then destroy. Follow applicable privacy laws.

<b>Justification for Permanent Retention</b>	
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**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
PROGRAM ADMINISTRATION SERIES –  
AUDITS (NON-LEGISLATIVE OR INTERNAL AUDITS)**

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<b>Record Series Content</b>	Non-legislative or internal audits
<b>Record Series Function</b>	Audits not included with Internal and Legislative Audits. While not limited to only federal audits, these may include federal audits who received federal funds and grants or who must follow federal regulations.
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical.
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper, 8 ½ X 11, electronic files on the H and Google Drives.
<b>Volume (file drawers, gigabytes, etc.)</b>	50 File Drawers, 50 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	25 File Drawers, 30 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	None
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	13B
<b>Retention</b>	Retain for <b>five (5) years from the date of creation</b> , then transfer to Maryland State Archives for permanent retention via the MDH Transferring Permanent Digital Records or MDH Transferring Permanent Paper Records processes.
<b>Justification for</b>	Non-standard audits have historical value towards the nature of the audit.

<b>Permanent Retention</b>	
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**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 3083**

(To be completed by DGS/Records Management Division)

**Records Series Title:  
PROGRAM ADMINISTRATION SERIES - SUPERVISOR'S  
PERSONNEL FILES**

**Page 30 of 31**

<b>Record Series Content</b>	Supervisor's working papers, such as PEP documentation, employee correspondence documentation (disciplinary documentation), doctor's notes for sick leave, calendars/ schedules, and other papers used by the supervisor. <b>(This is not the "official" personnel file, which is maintained in the MDH Office of Human Resources).</b>
<b>Record Series Function</b>	Supervisor's Personnel Office HR files/ working papers.
<b>Organization/ Arrangement</b>	Primarily relational, though some may be geographical, alphabetical by name, chronological or numerical.
<b>Indexing System</b>	No
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic on the H and Google Drives.
<b>Volume (file drawers, gigabytes, etc.)</b>	30 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	15 GB
<b>Current Location</b>	OP&R Candlewood Building
<b>Audit Requirements</b>	None
<b>Date Span</b>	2005-Present
<b>Completeness /Gaps</b>	None
<b>Schedule Item Number</b>	14
<b>Retention</b>	Retain files until the employee <b>resigns, retires, is terminated, transfers, or dies</b> , whichever occurs first, then delete via the MDH Certificate of Records Disposal Request process. Paper copies are generated from electronic records and are considered to be reference copies. These

	copies may be destroyed when no longer needed for reference. Follow applicable privacy laws.
<b>Justification for Permanent Retention</b>	