

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

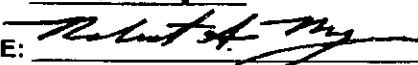
| Item No. | Description of Records Series (from Inventory Form) | Authorized Retention Period & Instructions |
|----------|--|--|
| 1 | <p>Executive Office</p> <p>a. Correspondence: General information; e-mails, letters, memos, etc. to Laboratory employees, County Health Officers, and other clients.</p> <p>b. Historical documents linked to new scientific developments and identification of new strains of organisms or viruses, as identified by the Laboratories Administration's Director, including but not limited to fiscal workload reports, certificates, awards, Clinical Laboratory Improvement Amendments [CLIA], licenses, building blueprints, publications, information and paperwork linked to "Outbreak Investigations" or "Pandemics", and reports for the Secretariat's office including all paperwork, e-mails, etc.</p> <p>c. Subpoenas and written request for laboratory results received from attorneys. (Paper and Electronic Files).</p> <p>d. Out of State Travel Request/Vouchers.</p> | <p>a. Screen annually and destroy materials no longer needed for current business with the following exception: transfer to the Maryland State Archives any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p> <p>b. Retain permanently: Retain on premises for five (5) calendar years and then transfer to the State Archives.</p> <p>c. Scan to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, sections 1001-1010, and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. Retain scans for two years, then transfer to Maryland State Archives.</p> <p>d. Retain on premises for five (5) fiscal years and until all audit requirements have been fulfilled then destroy.</p> |

APPROVED BY: (DHMH Official)

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE: 05/09/13

DATE: 5/9/13

SIGNATURE: SIGNATURE: NAME/TITLE: Robert A. Myers, Ph.D., Director
Laboratories Administration

NAME/TITLE: EDWARD C PAPENFUSE, JR., STATE ARCHIVIST

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
Laboratories Administration

This schedule supersedes Schedule 220

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|--|--|
| 2 | <p>Executive Office Personnel Working Files</p> <p>a. Employee Working Files: Appointment packet, new employee orientation forms, health forms, emergency contact information, change of address, PEP, disciplinary actions, MS 100, reclassification forms, correspondence, resignation, retirement, and/or transfers. (This is not the "official" personnel file which is maintained in the Personnel Services Administration or Personnel Office).</p> <p>b. Recruitment Files: Hiring freeze exceptions; filed by PIN, resumes, MS100, signed HR forms, all interview panels' questionnaires and results of interview, requests to recruit documentation, and MS 22.</p> <p>c. Special Payments: Contract Personnel File Employment contract, application, approval letter, timesheets, and general correspondence.</p> <p>d. Timekeeping Records: Biweekly timesheets, time change forms, payroll change notices, and medical documentation.</p> | <p>a. Screen annually and destroy materials in file no longer needed for current business. Retain working file for two (2) calendar years after employee separates from employment then destroy.</p> <p>b. Retain on premises for two (2) calendar years then transfer to State Record Center for additional two (2) years then destroy.</p> <p>c. Retain on premises for five (5) fiscal years after termination of contract and until audit requirements have been fulfilled then destroy.</p> <p>d. Keep on premises for five (5) calendar years and until all audit requirements have been fulfilled then destroy.</p> |
| 3 | <p>Unit Supervisor</p> <p>a. Supervisor's Working Files: Papers, such as PEP documentation, doctor's notes, leave request, interview and hire documentation, training records, disciplinary documentation, and any other papers used by the supervisor. (This is not the "official" personnel file, which is maintained in the Personnel Services Administration or Personnel Office).</p> <p>b. Employee Sign-In Sheets.</p> | <p>a. Screen annually and destroy materials in file no longer needed for current business. Retain working file until employee transfers, or separates from employment then destroy.</p> <p>b. Retain on premises for three (3) calendar years then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|--|---|
| 4 | <p>Fiscal Administration</p> <p>a. Federal grants, Memoranda of Understanding (MOU) for special funds and reimbursements.</p> <p>b. Invoices, cash receipts, posted daily batch summary, Financial Management Information System (FMIS) purchase orders, FMIS vendor invoices, FMIS adjustments, contract invoices, service repair invoices, payroll records, quarterly projection reports, petty cash expenses, expense reports, budget work papers, State vehicle mileage reports.</p> <p>c. Procurement: Corporate purchasing credit card reconciliation, and copy of purchase orders.</p> <p>d. Contracts/Service Agreements.</p> <p>e. Billing: Military correspondence, military payments, monthly Accounts Receivable (A/R) summary, A/R payments, manual A/R reports, A/R posted batch summary, A/R adjustments, A/R control accounts, A/R closed files, A/R refunds, billing invoices, paid invoices, miscellaneous payments, returned checks, monthly and quarterly Cash Receipt (C/R) reports, Central Collections Unit (CCU) referrals, rejected Eligibility of Benefits (EOB).</p> | <p>a. Retain on premises for five (5) fiscal years and until all audit requirements have been fulfilled then destroy.</p> <p>b. Retain on premises for three (3) fiscal years and until all audit requirements have been fulfilled then destroy.</p> <p>c. Retain on premises for three (3) fiscal years and until all audit requirements have been fulfilled then destroy.</p> <p>d. Retain on premises for three (3) fiscal years following the period of completion, expiration, or termination of the contract/service agreement and until all audit requirements have been fulfilled, then destroy.</p> <p>e. Retain on premises for three (3) fiscal years and until audit requirements have been fulfilled then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|--|
| 5 | <p>Inventory Management</p> <p>a. Property Manager: Inventory Transaction Reports - property additions DHMH-939, deletions, and transfers DHMH-946. (Paper and/or Electronic).</p> <p>b. Property Officers: Inventory Transaction Reports - property additions, deletions, and transfers.</p> <p>c. Reports of Stolen or Missing Property.</p> <p>d. Annual Report of Fixed Assets.</p> | <p>a. <i>Property additions and transfers within the Laboratories Administration:</i> retain on premises for the entirety of the property viability, then destroy. <i>Deletions and transfer to other State agencies:</i> retain on premises until property has been removed from the official inventory master maintained by Central Services, then destroy.</p> <p>b. Retain on premises for three (3) calendar years and until all audit requirements have been fulfilled, then verify all additions, deletions, and transfers have been documented on the official inventory master and destroy.</p> <p>c. Retain on premises for ten (10) years from report date and then destroy.</p> <p>d. Retain on premises for ten (10) years from report date and then destroy.</p> |
| 6 | <p>Forms Management</p> <p>DHMH 4650 (Request for Approval of New, Revised, or Deleted Form), DGS 550-12 (Annual Forms Management Activities Report) State Government Article 10-608.</p> | <p>Retain on premises for five (5) fiscal years and until all audit requirements have been fulfilled then destroy.</p> |
| 7 | <p>Laboratories Administration's Office of Information Management Systems (OIMS)</p> <p>a. System Documentation: A collection of program specifications, record layouts, file descriptions, Information Technology (IT) turnaround documents, correspondence, status reports, source reports, source code listings, project management reports, and all other necessary documents that are designated as system documents.</p> | <p>a. Retain in active files until superseded then destroy original and back-up.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|--|
| 7 | <p>Laboratories Administration's Office of Information Management Systems (OIMS) (continued)</p> <p>b. Internet Web Site.</p> <p>c. Laboratory Information Management System (LIMS) (data entered into the Laboratories Administration's Information Management System, LIMS), includes data related to documents in items 11-30.</p> <p>1. Clinical Testing Records Regulated by CLIA. Includes all data related to documents in Item 11-19 a-e.</p> <p>2. Environmental Testing Records. Includes all data related to documents in item 20-30 a-e.</p> | <p>b. Retain electronic copy of each revision for two (2) calendar years then destroy electronic and back-up copy.</p> <p>c.1. Clinical Testing Records Regulated by CLIA, Item 11: Retain electronic version and back-up copy on premises for two (2) calendar years then remove patient identifiers and keep de-identified data permanently in LIMS. Transfer de-identified data to the State Archives every five (5) calendar years. Clinical testing which require prolonged record retention, retain according to Items 11-19. Remove patient identifiers and keep de-identified data permanently in LIMS. Transfer de-identified data to the State Archives every five (5) calendar years. (To be used for statistical and/or planning purposes only).</p> <p>c. 2. Environmental Testing Records, Item 20: Retain electronic version and back-up according to Item 20. Remove sample/specimen identifiers and keep de-identified data permanently in LIMS. Transfer de-identified data to the State Archives every five (5) calendar years. Environmental Testing: Environmental testing which require prolonged record retention, retain on premises according to Items 20-30. Remove sample or specimen identifiers and keep de-identified data permanently in LIMS. Transfer de-identified data to the State Archives every five (5) calendar years. (To be used for statistical and/or planning purposes only).</p> |

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE
 NUMBER 2582

PAGE 6 OF 20

DEPARTMENT OF HEALTH & MENTAL HYGIENE
Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|--|
| 8 | <p>Office of Quality Assurance</p> <ul style="list-style-type: none"> a. Laboratories Administration's policies, Licensure/Certifications, CLIA inspection responses, and Quality Assurance Meeting minutes. (Electronic). b. Problem Corrective Actions for all clinical areas of operations without exceptions are included in this category. c. Employee training files, attendance sheets, and training tuition reimbursements. | <ul style="list-style-type: none"> a. Retain electronic version and back-up on premises for ten (10) calendar years and until superseded, then transfer electronic version to Maryland State Archives. b. See Items 11-30. c. Retain on premises until employee's separation, then forward to The State Record Center for ten (10) calendar years, then destroy. |
| 9 | <p>Safety, Training, Security and Maintenance</p> <ul style="list-style-type: none"> a. External Correspondence: Policy Manuals, Safety Meeting Minutes. (Electronic). b. Employee Safety Files: Vaccination records, exposure reports, and accident reports. (This is not the "official" personnel medical file which is maintained in the Personnel Services Administration or Personnel Office). | <ul style="list-style-type: none"> a. Screen annually and destroy materials no longer needed for current business with the following exception: transfer to the Maryland State Archives any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value. b. Retain on premises for two (2) calendar years after an employee's separation, then transfer to the State Record Center for twenty-eight (28) years, then destroy, as required by Occupational Safety and Health Administration (OSHA) 29 CFR 1904 <i>et seq.</i> and OSHA 29 CFR 1910 <i>et seq.</i> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|---|
| 9 | <p>Safety, Training, Security and Maintenance (continued)</p> <p>c. Security: Visitors Logs, Key scan reports investigations, and inspections. (Paper and Electronic Records).</p> <p>d. Hazardous Waste files: Chemical inventory, chemical disposal records, and Material Safety Data Sheet (MSDS) records.</p> <p>e. Maintenance Service Agreements.</p> <p>f. Maintenance Request Forms.</p> | <p>c. Retain paper on premises for three (3) calendar years and then destroy. Retain electronic version and back-up for three (3) calendar years then destroy. As required by Animal and Plant Health Inspection Services (APHIS) Centers for Disease Control and Prevention (CDC) Select Agent 42 CFR 73 <i>et seq.</i></p> <p>d. Retain on premises for at least three (3) calendar years then destroy, as required by Environmental Protection Agency (EPA) 40 CFR 262.40 <i>et seq.</i></p> <p>e. Retain on premises three (3) fiscal years following the period of completion and until all audit requirements have been fulfilled then destroy.</p> <p>f. Retain on premises for three (3) calendar years then destroy.</p> |
| 10 | <p>Office of Laboratory Emergency Preparedness and Response (APHIS-CDC Select Agent Program)</p> <p>a. Door records, Maryland Biological Agents Registry program files, Biological Agent Incident Response Plan Manual and Standard Operating Procedure Manual. EasyLink faxes, contact files, training materials. (Paper and Electronic).</p> | <p>a. Retain current calendar year and three (3) previous calendar years on premises. Destroy all others, as required by APHIS-CDC Select Agent Program 42 CFR 73.17.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|---|
| 10 | <p>Office of Laboratory Emergency Preparedness and Response (APHIS-CDC Select Agent Program) (continued)</p> <p>b. Blast e-mail and all related documentation and contacts; Maryland Laboratory Response Network (MLRN) (Sentinel Labs and L-3 Labs), Sentinel Challenge Sets [i.e. College of American Pathologist (CAP), Wisconsin State Laboratory of Health (WSLH)], all hard drives, emergency fact sheet database and back-up disc; Laboratory Emergency Preparedness (LEP) Newsletter files, references, issues, and mailing list; Laboratory Emergency Preparedness Response Advisory Committee (LEPRAC) minutes supporting documentation and tapes; Purchasing documents and files, Easylink billing, FedEx records, WebEx documentation; computer back-up files and electronic storage devices. (Paper and Electronic).</p> <p>c. National Incident Management System (NIMS) incident command staff files and documentation; Laboratory Operational Plan; Packaging and Shipping Conference files. (Paper and Electronic).</p> <p>d. Personnel files of Select Agent Personnel (SAP) employees and all related documentation.</p> <p>e. First Response Conference Files.</p> | <p>b. Retain current calendar year and three (3) previous calendar years on premises. Destroy all others.</p> <p>c. Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p> <p>d. Retain for three (3) calendar years after employee separates from employment then destroy.</p> <p>e. Retain permanently. Retain current calendar year and previous three (3) calendar years on premises. Transfer all others to the State Archives.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|---|
| 11 | <p>Clinical Testing Records</p> <p>a. Pre-analytical and Post-analytical: including, but not limited to laboratory test requests, accessioning logs, Laboratory Information Management System (LIMS) records, test reports, and communications.</p> <p>b. Analytical: including, but not limited to data analysis package, worksheet, LIMS records, run logs, and instrument records.</p> <p>c. Quality Assurance: including, but not limited to standard operating procedure manual, proficiency testing, laboratory certifications, on-site assessment records, instrument records, maintenance logs, supporting equipment notebooks, service and repair records, LIMS records, employee training and competency records.</p> <p>d. Quality Control: including, but not limited to corrective action records, sample rejection record, validation, method detection records, reagent preparation log, tracking logbook, daily performance, and interferences records.</p> <p>e. Bench Laboratory Electronic Data Storage System (excludes LIMS): including, but not limited to electronic documentations storage:</p> <ol style="list-style-type: none"> 1. Scanned Documents a-d (i.e. PDF, jpg). 2. Local Computer Drives and External Storage Devices (i.e. instruments, worksheets). 3. Network Drives (i.e. instruments, worksheets, back-up, etc.). | <p>(11 a-e). Retain paper records on premises for two (2) calendar years and until all inspections have been fulfilled then destroy.</p> <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain for two (2) calendar years and until all inspections have been fulfilled then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|--|--|
| 12 | <p>Newborn Screening</p> <p>Includes all documents as described in Item 11 a-e.</p> | <p>(12 a-e). As required by COMAR 10.10.13.16, retain records for 25 calendar years. Retain paper records on premises for two (2) calendar years, then transfer to The State Record Center and keep for additional twenty-three (23) calendar years, then destroy.</p> <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain for twenty-five (25) calendar years and until all inspections have been fulfilled then destroy.</p> |
| 13 | <p>Blood Lead (including related environmental lead tests)</p> <p>Includes all documents as described in Item 11 a-e.</p> | <p>(13 a-e). Permanent Records, retain laboratory test requests and test reports (hard copy, electronic version and back-up) on premises for twenty-two (22) years, (Annotated Code of Maryland Courts and Judicial Proceedings Article, sections 5-101 and 5-201[a]), then transfer to Maryland State Archives to be retained permanently. Retain de-identified data permanently in LIMS according to Item 7c. Retain records other than laboratory test requests and test reports (hard copy, electronic version and back-up) for twenty-two (22) years, then transfer hardcopy and electronic version of the records to State Archives for permanent retention.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|--|---|
| 13 | <p>Blood Lead (including related environmental lead tests) (continued)</p> | <p>Requests for blood lead testing records and responses: scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. Retain electronic records on premises for twenty-two (22) calendar years and then transfer to State Archives for permanent retention.</p> |
| 14 | <p>Chemical and Biological Threats/Terrorism Events/Laboratory Response Network</p> <p>Includes all documents as described in Item 11 a-e</p> | <p>(14 a-e). Retain paper records on premises for twenty (20) calendar years then: (I) If FBI desires the paper records and all related materials, transfer to FBI; (II) If FBI requires the Laboratories Administration to retain paper records on site the FBI will provide written instructions of the requirements to retain the documents on-site. These instructions will be renewed every five (5) years. (III) If FBI does not require paper records and all related materials to be retained destroy, with the following exception; if records are deemed to have a historical value, then:</p> <p>Scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, transfer scans to Maryland State Archives. Retain paper records on premises for 90 days then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE /ADMINISTRATION/BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|--|
| 15 | <p>Method of Development/Validation of Clinical Testing</p> <p>Includes all documents as described in Item 11 a-e.</p> | <p>(15 a-e). Retain paper records on premises for two (2) calendar years after a procedure has been discontinued then destroy.</p> <p>If document scanning of paper records is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain on premises for two (2) calendar years after the procedure has been discontinued then destroy.</p> |
| 16 | <p>Test Procedures Regulated by CLIA</p> <p>Includes all documents as described in Item 11 a-e.</p> | <p>(16 a-e). Retain paper records on premises for two (2) calendar years after a procedure has been discontinued then destroy.</p> <p>If document scanning of paper records is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain on premises for two (2) calendar years after the procedure has been discontinued then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This Schedule Supersedes Schedule 220

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|--|---|
| 17 | <p>Surveillance, Outbreak Investigation for Clinical Specimens [i.e. Pulsed-Field Gel Electrophoresis (PFGE)]</p> <p>Includes all documents as described in Item 11 a-e.</p> | <p>(17 a-e). Retain paper records on premises for five (5) calendar years, then transfer to The State Record Center for twenty (20) calendar years for a total of 25 calendar years, as stated in Schedule 2294 (Community Health Administration Outbreak and Case Investigation Records Retention Schedule), Item 3A&B then destroy. For electronic entries in LIMS, retain de-identified data permanently in LIMS according to Item 7 c.</p> <p>If document scanning of paper record is performed, scan to Maryland State Archives standards (Annotated Code of Maryland State Government Article Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04). Retain scanned paper records for 90 days after scanning, then destroy. Retain scans for five (5) calendar years, then transfer to The State Record Center for 20 calendar years, then destroy. For all records deemed historical by the Laboratory Director, follow the same retention as described in Item 1b.</p> |
| 18 | <p>Historical Scientific Data: Clinical Testing</p> <p>All information and paperwork, e-mails, etc. linked to all Outbreak Investigations, new scientific developments, and identification of new strains of organisms, viruses, etc.</p> | <p>Retain on premises for five (5) calendar years, then transfer to the Maryland State Archives.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This schedule supersedes Schedule 220

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|--|
| 19 | <p>Scientific Instrument and Equipment: Clinical Testing</p> <p>Maintenance records, service agreements, etc.</p> | <p>Retain for the life of the instrument plus two (2) years or as required in Items 11-19, whichever is later, then destroy.</p> |
| 20 | <p>Environmental Testing Records</p> <p>a. Pre-analytical and Post-analytical: including, but not limited to laboratory test requests, accessioning logs, laboratory information management system (LIMS) records, test reports, and communications.</p> <p>b. Analytical: including, but not limited to data analysis package, worksheet, LIMS records, run logs, and instrument records.</p> <p>c. Quality Assurance: including, but not limited to standard operating procedure manual, proficiency testing, laboratory certifications, on-site assessment records, instrument records, maintenance logs, supporting equipment notebooks, service and repair records, LIMS records, employee training and competency records.</p> <p>d. Quality Control: including, but not limited to corrective action records, sample rejection record, validation, method detection records, reagent preparation log, tracking logbook, daily performance, and interferences records.</p> <p>e. Bench Laboratory Electronic Data Storage System (excludes LIMS): including, but not limited to electronic documentations storage:</p> <ol style="list-style-type: none"> 1. Scanned Documents a.-d.(i.e. PDF, jpg). 2. Local Computer Drives and External Storage Devices (i.e. instruments, worksheets). 3. Network Drives (i.e. instruments, worksheets, back-up). | <p>(20 a-e). Retain paper records on premises for five (5) calendar years and until all required inspections have been fulfilled then destroy.</p> <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain on premises for five (5) calendar years and until all required inspections have been fulfilled, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This schedule supersedes Schedule 220

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|--|
| 21 | <p>Environmental Lead associated with blood lead testing Includes all documents as described in Item 20 a-e.</p> | <p>(21 a-e). Permanent Records. Retain laboratory test requests and test reports (hard copy, electronic version and back-up) on premises for twenty-two (22) years [Annotated Code of Maryland Courts and Judicial Proceedings Article, sections 5-101 and 5-201(a)], then transfer to State Archives to be retained permanently. Retain de-identified data permanently in LIMS, according to Item 7 c. Retain records other than laboratory test requests and test reports (hard copy, electronic version and back-up) for twenty-two (22) years [Annotated Code of Maryland Courts and Judicial Proceedings Article, sections 5-101 and 5-201(a)], then transfer to State Archives to be retained permanently.</p> <p>Requests for environmental lead associated with blood lead testing records and responses, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article Article 9, Sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. Retain electronic records on premises for twenty-two (22) calendar years and then transfer to State Archives for permanent retention</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|--|
| 22 | <p>Asbestos</p> <p>Includes all documents as described in Item 20 a-e.</p> | <p>(22 a-e). Retain paper records and all related materials on premises for five (5) calendar years, then offer to the entity for which testing was performed:</p> <ol style="list-style-type: none"> 1. If the submitting entity desires the paper records and all related materials, then transfer to the submitting entity. 2. If the submitting entity does not require paper records and all related materials to be retained then scan and destroy the paper record according to the instructions below. Transfer scans to the Maryland State Archives. 3. If the submitting entity requires the Laboratories Administration to retain paper records and all related materials, then transfer to State Archives. <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain on premises for five (5) calendar years then follow the same retention as described in Item 22 a-e, 1-3.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This schedule supersedes Schedule 220

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|---|
| 23 | <p>Radiation</p> <p>Includes all documents as described in Item 20 a-e.</p> | <p>(23 a-e). Retain paper records on premises for ten (10) calendar years then destroy.</p> <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records and back up copy, retain on premises for ten (10) calendar years, then destroy.</p> |
| 24 | <p>Chemical and Biological Threats/Terrorism Events/Laboratory Response Network</p> <p>Includes all documents as described in Item 20 a-e.</p> | <p>(24 a-e). Retain paper records on premises for twenty (20) calendar years then: (I) If FBI desires the paper records and all related materials, transfer to FBI; (II) If FBI requires the Laboratories Administration to retain paper records on site, the FBI will provide written instructions of the requirements to retain the documents on-site. These instructions will be renewed every five (5) years. (III) If FBI does not require paper records and all related materials to be retained then destroy, with the following exception; if records are deemed to have historical value, then:</p> <p>Scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, Sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, transfer scans to Maryland State Archives. Retain paper records on premises for 90 days then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This schedule supersedes Schedule 220

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|---|
| 25 | <p>Method of Development/Validation Environmental Testing</p> <p>Includes all documents as described in Item 20 a-e.</p> | <p>(25 a-e). Retain paper records on premises for two (2) calendar years after a procedure has been discontinued then destroy.</p> <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain on premises for two (2) calendar years after a procedure has been discontinued then destroy.</p> |
| 26 | <p>Surveillance, Outbreak Investigation, and Environmental Samples [i.e. Pulsed-Field Gel Electrophoresis (PFGE)]</p> <p>Includes all documents as described in Item 20 a-e.</p> | <p>(26 a-e). Retain paper records on premises for five (5) calendar years, then transfer to The State Record Center for twenty (20) calendar years, for a total of 25 calendar years, as stated in Schedule 2294, Item 3A&B then destroy. Retain de-identified data permanently in LIMS, according to Item 7 c.</p> <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain on premises for five (5) calendar years then transfer to The State Record Center for twenty (20) calendar years, then destroy. For all records deemed historical by the Laboratory Director, follow the same retention as described in Item 1b.</p> |
| 27 | <p>Historical Scientific Data: Environmental Testing</p> <p>Includes all documents as described in Item 20 a-e.</p> | <p>Retain permanently; retain on premises for five (5) calendar years then transfer Environmental Testing Historical Record files to the State Archives as stated in the Executive Office, Historical Documents; Item 1b.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
Laboratories Administration

This schedule supersedes Schedule 220

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|---|--|
| 28 | <p>Scientific Instrument and Equipment: Environmental Testing</p> <p>Maintenance records, service agreements.</p> | <p>Maintenance records and service agreements retain for the life of the instrument plus five (5) calendar years or as required in Items 20-30, whichever is later, then destroy.</p> |
| 29 | <p>Environmental Microbiology</p> <p>A. Food and Drug Administration (FDA) Regulated Tests</p> <p>Includes all documents as described in Item 20 a-e.</p> <p>B. Environmental Protection Agency (EPA) Regulated Tests</p> <p>Includes all documents as described in Item 20 a-e.</p> | <p>(29A. a-e). Retain paper records on premises for three (3) calendar years and until all required FDA inspections have been fulfilled then destroy.</p> <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain on premises for three (3) calendar years and until all required FDA inspections have been fulfilled then destroy.</p> <p>(29B. a-e). Retain paper records and back-up copy on premises for five (5) calendar years and until all required EPA inspections have been fulfilled then destroy.</p> <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain on premises for five (5) calendar years and until all required EPA inspections have been fulfilled then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Laboratories Administration

This schedule supersedes Schedule 220

SECRETARIAT

OFFICE/ADMINISTRATION/BOARD

| Item No. | Description of Records Series (Program, forms, etc.) | Authorized Retention Period & Instructions |
|----------|--|--|
| 30 | <p>Animal Rabies</p> <p>Includes all documents as described in Item 20 a-e.</p> | <p>(30 a-e). Retain paper records, for three (3) calendar years then destroy.</p> <p>If document scanning of paper record is performed, scan hardcopy according to the standards established by the Maryland State Archives (Annotated Code of Maryland State Government Article 9, sections 1001-1010 and Article 10, sections 631-634, COMAR 14.18.02, and DHMH Records Management Policy 02.12.04) and at a minimum ensure 99.5% accuracy of 200 randomly selected records reviewed by someone other than the individual who scanned the records. Upon completion of review, retain scanned paper records for 90 days on premises, and then destroy. For all electronic records retain on premises for three (3) calendar years then destroy.</p> |