

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	198A
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### Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	<b>Office of Communications</b>
Mission Statement/Link to division/unit website	<a href="https://health.maryland.gov/Pages/officeofsecretary.aspx">https://health.maryland.gov/Pages/officeofsecretary.aspx</a>

### Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	198

### Preparer Information

Name of Preparer	Walter Zerlout
Title of Preparer	Records Officer Designee
Preparer Email Address	walter.zerlout@maryland.gov
Preparer Telephone Number	410-767-3598
Date	6/15/22

### Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/21/2022

### State Archivist Approval

State Archivist Signature	<i>[Signature]</i>
Date	9/21/22

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.

Hall of Records  
Commission

Submitted to the Records Management Division  
Hall of Records Commission

PAGE NO. 1.

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

PUBLIC RELATIONS

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CORRESPONDENCE

Quantity: (1 drawer - 1/2 cubic feet)  
Dates: 1953 - -  
File Arrangement: Subject, and alphabetically therein  
Annual Accumulation: 1/2 cubic foot

Correspondence concerned with the functions of the office. It is with Federal, State, local and other state agencies, professional and civic organizations, publishers, radio and television and other sources of news media, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*Joan M. Zolle*  
Signature

*Games Chief (Chief Asst)  
Public Relations Director*  
Title

*12/1/55  
November 14, 1955*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*12/8/55*  
Date

*Morris S. Radloff*  
Archivist

*Dec 13 1955*  
Date

*[Signature]*  
Secretary