

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	608A
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**Agency Information**

Department / Agency	Maryland Department of Health
Division / Unit	<b>Behavioral Health Administration/ Service Access and Practice Innovation</b>
Mission Statement/Link to division/unit website	<a href="https://health.maryland.gov/bha/Pages/Service%20Access%20and%20Practice%20Innovation.aspx">https://health.maryland.gov/bha/Pages/Service%20Access%20and%20Practice%20Innovation.aspx</a>

**Schedule Information**

Supersedes Schedule(s)	
Amends Schedule(s)	608

**Preparer Information**

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Title of Preparer	Records Officer Designee
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Date	6/15/22

**Agency Approval**

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	11/3/2022

**State Archivist Approval**

State Archivist Signature	<i>[Signature]</i>
Date	11/28/22

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.

DEPARTMENT OF GENERAL SERVICES  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISION

SCHEDULE NO. **608**

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Drug Abuse Administration

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
1	<p><b>NARCOTIC ADDICT REGISTRY SOURCE DOCUMENT FILES</b> January 1965 - January 1974 (266 cu.ft.)</p> <p>These files consist of copies of Personal Contact Reports prepared at the various Maryland drug treatment centers and Department of Public Safety and Corrections Admission Summaries prepared at the State correctional institutions. Included on both are the names and personal history data of drug users, the types of drugs used and method and frequency of use, the kind of drug abuse service sought, and the reporting agency's disposition of the cases. Narrative histories of criminal offenses are attached to the Department of Public Safety and Corrections Admission Summaries. Names and data from these reports have been transferred to computer tapes.</p> <p>RECOMMENDATION: DESTROY ENTIRE ACCUMULATION AS NONRECORD MATERIAL. THE ORIGINAL REPORTS AND SUMMARIES ARE MAINTAINED AT THE ORIGINATING AGENCY.</p>
2	<p><b>DATA AUTOMATION RECORDS</b></p> <p>Magnetic tapes including monthly input, working and master tapes containing data extracted from the source documents described in Item No. 1 above.</p> <p>RECOMMENDATION: DESTROY AFTER THIRD UPDATE CYCLE. EXCLUDE DRUG USERS NAMES FROM UPDATED MASTER TAPES. RETAIN PERMANENTLY ALL DATA CONTAINED ON UPDATED MASTER TAPES.</p>

Samuel L. Fox, M.D.  
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Schedule approved by Department, Agency or Division Representative  
*Samuel L. Fox, M.D.*  
Signature

9/15/74  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9/24/74  
Date  
Merrill S. Reed  
Archivist

11/7/74  
Date  
*Lee Ann Stubb*  
Secretary