

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	682A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Maryland State Anatomy Board
Mission Statement/Link to division/unit website	https://health.maryland.gov/anatomy/Pages/index.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	682

Preparer Information

Name of Preparer	Walter Zerrlaut
Title of Preparer	Records Officer Designee
Preparer Email Address	walter.zerrlaut@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>[Handwritten 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.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Anatomy Board of Maryland

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>MINUTES</u> File contains minutes of board meetings covering the official acts of the board with respect to policy, administrative operations, and procedures. Bound volumes are arranged chronologically.	Retain permanently.
2.	<u>APPLICATION FOR DONORS</u> Application contains the donor's name, date, statement of intent to donate body for medical school research, signature, witnesses, address, social security number, signature of Anatomy Board Chairman and related correspondence.	Retain until deceased; transfer to a State Records Center for ten (10) years, then destroy.
3.	<u>DECEASED DONOR'S FILE</u> File series contains name, place of death, date, cause, Social Security number, certificate of death, newspaper clipping, application for donorship, wills and letters of intent. Files arranged alphabetically by name.	Retain ten (10) years in office; transfer to a State Records Center for permanent retention. Records available to Archivist and members of the Anatomy Board of Maryland only.
4.	<u>DONATIONS CANCELLED OR WITHDRAWN</u> Files contain handwritten cancellation on application and date, returned card announcing intent to donate body, and correspondence. Files are arranged alphabetically by name.	Retain for three (3) years after cancellation, then destroy.

Schedule approved by Department, Agency or Division Representative

Lloyd Gath Signature Chairman Title 27. Apr 77 Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/22/77 Date Edward Popenone Archivist 7-21-77 Date Richard M. ... Secretary

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Item No.	Description	Retention
5.	<p><u>DONATION INQUIRIES</u> File series contains letters requesting information or redonation of bodies, and other correspondence from citizens donating bodies.</p>	Retain for three (3) years, then destroy.
6.	<p><u>DIRECTORIES OF NURSING HOMES</u> Manuals of nursing homes contain name, personnel, physician, address, and phone.</p>	Retain for three (3) years or until superseded.
7.	<p><u>BODIES HANDLED FILES</u> File series contains autopsy reports; AB5-73 Unclaimed Bodies Disposition Form; AB4-73 Anatomical Specimens Form; reports and records of next of kin, comments, release letters, and certificate of death (photostat). Files are arranged chronologically by month.</p>	Retain ten (10) years in office; transfer to a State Records Center for twenty (20) years, then destroy.
8.	<p><u>GENERAL CORRESPONDENCE FILES</u> Correspondence with State officials, institutions and individuals relating to the business of the board. File includes monthly statistical reports, laws, and policy statements. File series is arranged alphabetically by subject.</p>	Retain three (3) years, then destroy. Retain monthly statistical reports and policy statements permanently.
9.	<p><u>LEGISLATION FILES</u> File series contains Maryland Senate and House Bills pertaining to the Anatomy Board law, board legislative proposals, articles and legislative reference files.</p>	Nonrecord material. Destroy when no longer needed.