

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	689A
---	---

Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Office of the Chief Medical Examiner
Mission Statement/Link to division/unit website	https://health.maryland.gov/ocme/Pages/Home.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	689

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>[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 & MENTAL HYGIENE

Commission of Postmortem Examiners

AGENCY

DIVISION

Item No.	Description	Retention
<u>SUPERSEDES SCHEDULE NO. #247+246</u>		
1.	<p><u>LEDGERS-REPORT OF DEATHS</u> (City and County)</p> <p>Ledgers include date of death and all vital information regarding deaths. File series is arranged by case number and date.</p>	Retain permanently.
2.	<p><u>CASE HISTORIES</u> (City and County)</p> <p>The Case Histories of Deaths may include:</p> <ol style="list-style-type: none"> 1. Autopsy Record and Report 2. Toxicology Report 3. Brain Note 4. MVA Investigation 5. Police Investigation Report 6. Pictures, Synopsis of Crime, Suicide Note 7. Preliminary Diagnosis on Arrival of Body 8. Body Ticket, Effects 9. Examination Form and Diagrams 10. Gross Diagnosis, signed 11. Morgue Record Card 12. Death Certificate 13. Notes and Correspondence <p>Case Histories are arranged by date and filing number.</p>	Retain for three years (3) and then microfilm. Retain microfilm permanently and destroy originals.
3.	<p><u>INDEX OF CASE HISTORIES</u></p> <p>Index cards to case histories contain all the vital material concerning deaths. Cards are arranged by year and county and alphabetically therein.</p>	Retain permanently.

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

Chief Medical Examiner
Title

6/1/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/24/77
Date

[Signature]
Archivist

7-21-77
Date

[Signature]
Secretary