

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	819A
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**Agency Information**

Department / Agency	Maryland Department of Health
Division / Unit	<b>Deer's Head Hospital Center</b>
Mission Statement/Link to division/unit website	<a href="https://health.maryland.gov/deershead/Pages/home.aspx">https://health.maryland.gov/deershead/Pages/home.aspx</a>

**Schedule Information**

Supersedes Schedule(s)	
Amends Schedule(s)	819

**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	6/21/2022

**State Archivist Approval**

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

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

DEER'S HEAD CENTER

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>PATIENT AND EMPLOYEE X-RAYS</p> <p>These files are composed of x-ray negatives prepared and filed by the hospital for current and separated patients and employees. Some of these files are chest x-rays, but also included are x-rays of other parts of the body as required by the illness or injury. Each individual x-ray file may contain one or more x-rays covering a period of years as well as reports and diagnoses. The cover of each file gives the name of the person (employee or patient), case numbers for patients, dates of x-rays, and the parts of the body x-rayed.</p>	<p>RETAIN FOR FIVE (5) YEARS AFTER THE DATE OF THE LAST USAGE OF THE X-RAY, THEN DESTROY.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

9/24/80

*[Signature]*  
Director

10/23/80

*[Signature]*  
State Archivist

Date

Signature

Title

Date

State Archivist

9/23/80

*[Signature]* Dept Head Pathology

9-24-80

*[Signature]*