

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	<span style="font-size: 1.2em;">1148A</span>
---	--

-----

### Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	<b>Vital Statistics Administration</b>
Mission Statement/Link to division/unit website	<a href="https://health.maryland.gov/vsa/Pages/Home.aspx">https://health.maryland.gov/vsa/Pages/Home.aspx</a>

### Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	1148

### 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>Paul Z. Ryan</i>
Date	<i>9/21/22</i>

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

Div. of Health Statistics & Popu. Est.

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>Population estimates and projections</p> <p>Population estimation and projection material including raw input data, methodology used, and resulting intermediate calculations. The typical folder includes reports from various state agencies encompassing figures used in the estimation process and internal forms containing steps in the estimation and methodology process.</p> <p><i>ALSO SEE SCHEDULE # 1156</i></p>	<p>PERMANENT. Transfer periodically to State Archives.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by  
Hull of Records Commission

*7/10/87*  
Date  
*[Signature]*  
Signature

*Dir. Center  
For Health Stat.*  
Title

*7/4/87*  
Date  
*[Signature]*  
State Archivist