

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	1656A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	All Hospital Centers
Mission Statement/Link to division/unit website	https://health.maryland.gov/Pages/facilities.ASPX

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	165 ^{WP}

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	6/16/2022

State Archivist Approval

State Archivist Signature	<i>J. Balaban</i>
Date	9/2/22

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
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1656
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Agency: DEPARTMENT OF HEALTH AND MENTAL HYGIENE
 Division/Unit: All Hospital Centers, Centers, Institutions

Item No.	Description	Retention
1.	<p><u>Purchasing Records</u></p> <p>This series applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records.</p> <p>Purchasing records may include all or some of the following documents:</p> <ul style="list-style-type: none"> A. Actual Emergency and Repair Reports B. Advertising and Bids C. Agency Inter-Office Requisitions D. Bid and Quote File E. Bid Tabulation Records F. Copy of Contract(s) Awarded G. Credit Memoranda H. Inventory Dispositions I. Invoices/Expenditure Transfer Authorizations J. Issue Tickets or Receipts K. Materials/Supplies Specifications L. Monthly Expenditure Printouts M. Notice of Award of Contract(s) N. Unscheduled Requisitions for Supplies O. Packing Slips, Shipping Tickets, Bills of Lading P. Purchase Orders Q. Purchasing Register R. Receiving Reports S. Report of Delivery/Partial Delivery <p>(Continued)</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

Approved by Department, Agency, or Division Representative.
 Date: 4/25/95
 Signature: *[Signature]*
 Typed Name: Robert W. Castridge
 Title: Dep. Sec. for Operations

Schedule Authorized by State Archivist
 Date: 5/21/95
 Signature: *[Signature]*
 EDWARD C. PAPPENFUSE

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1656

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Agency

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Division/Unit

All Hospital Centers,
 Centers, Institutions

Item No.	Description	Retention
	T. Requisition Forms, Miscellaneous U. Requisitions for Supplies V. Warehouse Requisitions W. Automation Management Reports	
2.	<u>Vendor List</u>	Retain until superseded, then destroy.
3.	<u>Correspondence</u>	Retain for three (3) years then screen and destroy all material not needed for conduct of business.