

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2307A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Office of Regulation & Policy Coordination
Mission Statement/Link to division/unit website	https://health.maryland.gov/regs/pages/home.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2307

Preparer Information

Name of Preparer	Walter Zerrlaut
Title of Preparer	Records Officer Designee
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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	6/15/2022

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 & MENTAL HYGIENE
Office of Regulation and Policy Coordination

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1	<p>This schedule supersedes Schedules 1837 and 1838.</p> <p>CLOSED REGULATIONS FILE Correspondence, draft and final regulations, comments received and responses the <u>Maryland Register</u> clipping of proposals and finals, approvals from Assistant Attorneys General and the Secretary, etc.</p>	Retain in office for two (2) years. Transfer to Records Center for two (2) years then destroy.
2	<p>CLOSED BOARD OF REVIEW FILE Correspondence, originals and/or copies of previous hearing records and exhibits, copy of Board Order, etc.</p>	Retain in office for two (2) years. Transfer to Records Center for two (2) years then destroy.
3	<p>BOARD OF REVIEW MINUTES Minutes of the Board's meetings.</p>	Retain permanently. Transfer periodically to State Archives.

JUN 16 2004

APPROVED BY: (DHMH Official) DATE: MAR 19 2004

SIGNATURE Michele Phinney
Michele Phinney, Director, ORPC

AUTHORIZED BY: (STATE ARCHIVES) DATE: JUN 16 2004

SIGNATURE: Edward C. Papenfuse, Jr.
Edward C Papenfuse, Jr., State Archivist