

# 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: 1.5em;">2345A</span>
---	--

-----  
**Agency Information**

Department / Agency	Maryland Department of Health
Division / Unit	<b>MDH Residential Facilities</b>
Mission Statement/Link to division/unit website	

**Schedule Information**

Supersedes Schedule(s)	
Amends Schedule(s)	2345

**Preparer Information**

Name of Preparer	Emely Ramirez
Title of Preparer	Policy Analyst & Records Manager
Preparer Email Address	<a href="mailto:emely.ramirez.@maryland.gov">emely.ramirez.@maryland.gov</a>
Preparer Telephone Number	609-674-6505
Date	6/22/22

**Agency Approval**

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/27/2022

**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 AND MENTAL HYGIENE  
DHMH RESIDENTIAL FACILITIES**

THIS SCHEDULE SUPERSEDES SCHEDULES 1421, 1421A, AND 1660.

	DESCRIPTION	RETENTION
1	<p><b>Residents Master Records Series</b> includes the resident's identification data, authority for admission, personal effects inventory, legal and administrative documents, psychological and medical records, consultation reports, education records, disciplinary notes, authorizations and consents, correspondence, includes both paper and electronic formats. See item 5 for financial records.</p> <p><b>Medical records in this records series must be maintained in the original format unless otherwise noted.</b></p>	<p><b>1a. Adult Residents</b> - Retain for <b>six (6) years</b> after discharge and until all audit requirements are met, then destroy, unless categories below apply.</p> <p><b>1b. Children /adolescent Residents</b>-Retain for <b>six (6) years after discharge, or until resident is twenty-one (21)</b>, whichever is longer, and until all audit requirements are met, then destroy unless category below applies.</p> <p><b>1c. "Regulation D" Clients</b>- medical records of clients in observation who are discharged or released before a hearing. Retain records for <b>six (6) years or until individual is 21, whichever is longer</b> and until all audit requirements are met, then destroy.</p> <p><b>Note: Medical records may be scanned or microfilmed six (6) years after resident is discharged. After copy verification, original paper records may be destroyed.</b></p>
2	<p><b>RESIDENTS MASTER INDEX (Card)</b> includes resident name, address, birth date, resident ID number, admission and discharge dates, parent/guardian, etc.</p>	<p><b>2. Retain permanently.</b> Transfer periodically to State Archives.</p>
3	<p><b>DEATH/DISCHARGE SUMMARY</b> includes reason for admission, history, physical exam, significant findings, procedures performed, services rendered, progress during residency, discharge notes, condition on discharge, autopsy report, cause of death, and death certificate, as appropriate.</p>	<p><b>3. Retain permanently.</b> Transfer periodically to State Archives.</p>

APPROVED:(DHMH Official)

DATE: MAY 24 2005

SIGNATURE: *Michele Gourdine, M.D.*  
Michele Gourdine, M.D., Deputy Secretary-Public Health Services

AUTHORIZED:(State Archives) DATE: JUL 11 2005

SIGNATURE: *Edward C. Papenfuss Jr.*  
Edward C Papenfuss Jr, Maryland State Archivist

## RECORDS RETENTION AND DISPOSAL SCHEDULE

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
DHMH RESIDENTIAL FACILITIES**

	DESCRIPTION	RETENTION
4	<b>INCIDENT REPORTS ON RESIDENTS -</b> Accidents, altercations, allegations of abuse, unexplained injuries, etc.	4. Retain <b>six (6) years</b> after discharge or until <b>resident is twenty-one (21)</b> , whichever is greater, and then destroy.
5	<b>Resident's Financial Records Series</b> Including insurance information, social security application, Medicare information, Medicaid information, release of information forms, income eligibility and financial support forms, invoice/payment transaction history, financial agreements, etc.	5. Retain active records in office. Upon death or discharge, hold in office for <b>one (1) year</b> . Transfer to storage for <b>three (3) years</b> and until all audit requirements are met, then destroy.
6	<b>Resident's Personal Funds Account</b> Includes account deposit and withdrawal history, copy of periodic statements to patient/trustee, bank account information, Social Security information, power of attorney for financial matters, correspondence, etc.	6. Retain active records in office. Upon death or discharge, move to inactive, hold in office for <b>one (1) year</b> . Transfer to storage for <b>three (3) years</b> and until all audit requirements are met, then destroy