

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2353A
---	-------

Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Volunteer Services Administration
Mission Statement/Link to division/unit website	https://health.maryland.gov/wmhc/Pages/Auxiliary-and-Volunteer-Services.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2353

Preparer Information

Name of Preparer	Emely Ramirez
Title of Preparer	Policy Analyst & Records Manager
Preparer Email Address	emely.ramirez@maryland.gov
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>Scott Balaban</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.

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
VOLUNTEER SERVICES ADMINISTRATION

	DESCRIPTION	RETENTION
1	<p>Volunteer Files- includes applications, placement and evaluation sheets, timesheets, dates/times/hours performed, community service court-ordered volunteer information, repeat offender info, court documents, all info regarding volunteer's work at DHMH, etc.</p>	<p>1. Retain for six (6) years or until no longer needed, then destroy.</p>
2	<p>Communications Files Includes incoming and copy of outgoing correspondence related to volunteers service, such as with courts. May also include saved e-mails that document transactions or communications involving volunteer's service at DHMH.</p>	<p>2. Retain for five (5) years or until no longer needed, then destroy.</p>
3	<p>Auxiliary Audit Reports Annual financial statements of auxiliary or ancillary organizations at DHMH facilities.</p>	<p>3. Retain in office for seven (7) years, then destroy.</p>
4	<p>Statistical Reports includes annual reports on number of volunteers, hours worked, cash and material donations, etc.</p>	<p>4. Retain working papers for one (1) year after report is issued, then destroy. Retain a copy of the report for ten years, then destroy if no longer needed.</p>
5	<p>Subject Files Alphabetically arranged series of folders dealing with topics of ongoing interest to the Volunteer Services Administration</p>	<p>5. Screen periodically, replace out of date information as new info becomes available. Destroy when no longer needed.</p>

AUG 09 2005

APPROVED:(DHMH Official) DATE: JUL 11 2005
SIGNATURE: *Fred Hitchcock*
Fred Hitchcock, Director

AUTHORIZED:(State Archives)DATE:
SIGNATURE: *Edward C. Papenfuse Jr*
Edward C Papenfuse Jr, State Archivist