

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2428A2
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	PHPA - Kidney Disease Program of Maryland
Mission Statement/Link to division/unit website	https://health.maryland.gov/mmcp/familyplanning/pages/kidneydisease.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2428A1

Preparer Information

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Title of Preparer	Policy Analyst & Records Manager
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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>E. Belman</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

HEALTH CARE FINANCING-OSOP- SYSTEMS AND OPERATIONS ADMINISTRATION

The Kidney Disease Program has been transferred from the Beneficiary Services Administration (Schedule 2427) to the Systems and Operations Administration. Item 4 of schedule 2427 is hereby superseded.

Item	Description of Records Series	Authorized Retention Period & Instructions
8	<p>Add the following record series to schedule 2428.</p> <p>KIDNEY DISEASE PROGRAM (KDP)</p> <p>8A. Active KDP Recipient Files maintained alphabetically by recipient name containing individual patient invoices from various medical providers; information charts on patient status and documents such Income Tax statements, Medicare notice of eligibility, etc.</p> <p>8B. Inactive KDP Recipient Files maintained alphabetically by recipient name containing individual patient invoices from various medical providers; information charts on patient status and documents such Income Tax statements, Medicare notice of eligibility, etc.</p>	<p>8.A Retain in office until case is closed or becomes inactive. Retain in storage for six (6) years from closed date, and until all audit requirements have been met, then destroy.</p> <p>8.B. Retain in storage for six (6) years and until all audit requirements are met, then destroy.</p>

APPROVED: : (DHMH Official) DATE: JAN 13 2009

SIGNATURE: Charles Lehman
CHARLES LEHMAN, EXECUTIVE DIRECTOR, OSOP

AUTHORIZED: : (STATE ARCHIVES) DATE: 13 May 09

SIGNATURE: Edward C Papenfuse, Jr.
EDWARD C PAPERFUSE, JR., STATE ARCHIVIST