

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2691A
---	-------

Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Office of Equal Opportunity Programs
Mission Statement/Link to division/unit website	https://health.maryland.gov/OEOP/Pages/Index.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2691

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	6/21/22

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>[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

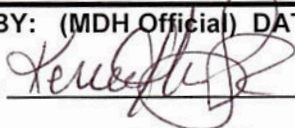
**MARYLAND DEPARTMENT OF HEALTH
Office of Equal Opportunity Programs (OEOP)**

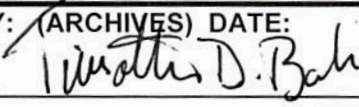
This schedule supersedes schedule #2422, 2334 and 2334A1.

Item #	Description of Records Series	Authorized Retention Period & Instructions
1	Equal Employment Opportunity (EEO) files: <ul style="list-style-type: none"> EEO complaints EEO charges 	1 Retain complaints and charges in office for three (3) years after final disposition (closing) of charge or action. Transfer to the State Records Center for an additional five (5) years, then destroy.
2	OEOP Program Administration files: <ul style="list-style-type: none"> Annual EEO report Employment and Personnel reports Statistics, and other source information 	2 Retain all material until Annual EEO report is disseminated by the DBM Office of the Statewide Equal Employment Opportunity Coordinator, then screen and discard all supporting documentation. Retain two copies of the Annual EEO report for seven years after dissemination, then destroy one and transfer the other to the Maryland State Archives.
3	OEOP Applicant Data Forms (ADF): <ul style="list-style-type: none"> Local Health Department = Red Folder MDH Headquarters = Blue Folder Facilities = Yellow Folder 	3 Retain ADFs in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.

Equal Access Compliance Unit (EACU)

4	EACU Limited English Proficiency (LEP) files: <ul style="list-style-type: none"> LEP complaints 	4 Retain LEP complaint files in office for three (3) years after final disposition (closing) of charge or action. Transfer to the State Records Center for an additional five (5) additional years, then destroy.
5	EACU Program Administration files: <ul style="list-style-type: none"> LEP files LEP correspondence LEP reports 	5 Retain LEP Files in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.
6	EACU Americans with Disabilities Act (ADA) files: <ul style="list-style-type: none"> ADA complaints ADA Reasonable Accommodations 	6 Retain closed ADA complaint and reasonable accommodation files in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.
7	EACU Program Administration files: <ul style="list-style-type: none"> ADA files ADA correspondence ADA reports 	7 Retain ADA files in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.
8	EACU Compliance files: <ul style="list-style-type: none"> Title VI and ADA Compliance Reviews and Desk Audits of programs and facilities, including recipients and sub-recipients of federal funds. 	8 Retain compliance reviews and audit files in office for three (3) years. Transfer to the State Records Center for an additional five (5) years, then destroy.

APPROVED BY: (MDH Official) DATE: 3/6/18
 SIGNATURE: 
 NAME/TITLE: Keneithia J. Taylor, Executive Director
 Office of Equal Opportunity Programs

AUTHORIZED BY: (ARCHIVES) DATE:
 SIGNATURE: 
 NAME/TITLE: Timothy D. Baker, STATE ARCHIVIST