



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

## ANNUAL REVIEW OF RECORD RETENTION SCHEDULES LETTER

### Background

Maryland Department of Health (MDH) Units may need to update their respective Records Retention and Disposal Schedules (DGS Form 550-1) over time to reflect current needs. Prior to the end of each fiscal year, Records Coordinators must review their Unit's record schedule and notify the MDH Records Officer Designee of any necessary changes.

### Review Certification

I have reviewed Schedule Number \_\_\_\_\_ for \_\_\_\_\_ on  
(SCHEDULE #) (MDH AGENCY and UNIT)

\_\_\_\_\_  
(REVIEW DATE)

The record schedule reflects the current needs of this Unit.

The record schedule does not reflect the current needs of this Unit. An updated DGS Form 550-1 is attached for review.

\_\_\_\_\_  
Records Coordinator Signature

\_\_\_\_\_  
Date