

# Department Series Report

## 14: Behavioral and Developmental Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>191#:</b>						
<b>Schedule #:</b> 15	1#:Admission/Termination Sheet for Patients Admitted to MH Centers					
Contain identifying personal data such as date of birth, sex, address, demographic characteristics and problems relating to psychiatric diagnoses. These are optically scannable forms sent to us for administrative statistical purposes. A copy is maintained on the patient's chart in the Center. We (Administrative Services, MH&MR) transcribe the data to tabulating cards and tape. The tape is backed up.	Paper	8/6/1974	Years	1	Years	2 Destroy Current
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<b>Schedule #:</b> 408	2#:Commissioner's Institutional Files - MH & MR					
Resumes, memos, unauthorized leave reports, information bulletins, BPI correspondence, client related correspondence, monthly reports.	Paper	12/11/1985	Years	8	No Retention	0 Destroy Current
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<b>Schedule #:</b> 411	8#:Report of State Audit					
Audit work program; prior audit report; final reports; CPA report, IRS 501(c)(3) exemption; chart of accounts/list of abbreviations; cash verification; contract summary; P&L for General Fund; P&L for Children's Services Unit; P&L for Winthrop Activities Center; P&L for Supervised Apartments; P&L for BMR Extension; payroll analysis; payroll tax; analysis of expenditures; depreciation schedule and analysis; analysis of G&A allocation; analysis of units.	Paper	12/17/1985	Years	3	Years	4 Destroy Current
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<b>Schedule #:</b> 427	10#:Contracts - Administration					
Contracts for Special Services from all divisions of the Dept. of Mental Health & Mental Retardation.	Paper	1/15/1986	Years	3	Years	4 Destroy Current
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<b>Schedule #:</b> 427	9#:Correspondence - General, Administrative Services Division					
Correspondence related to general activities of the Administrative Services Division of the Dept. of Mental Health & Mental Retardation.	Paper	1/15/1986	Years	3	Years	4 Destroy Current
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<b>Schedule #:</b> 432	11#:General Correspondence - Programs					

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Correspondence pertaining to program issues including such things as news clippings budget information, publications and reports.	Paper	1/23/1986	Years 8	No Retention 0	Destroy	Current
<b>Schedule #:</b> 432 12#:Institutions - Programs						
Reports, news clippings, activities, and general operating material relating to DMH&MR Institutions.	Paper	1/23/1986	Years 8	No Retention 0	Destroy	Current
<b>Schedule #:</b> 432 13#:Central Office - Programs						
Reports, recommendations, memos and draft proposals pertaining to divisions of the Dept. of Mental Health and Mental Retardation.	Paper	1/23/1986	Years 8	No Retention 0	Destroy	Current
<b>Schedule #:</b> 780 14#:Legal Services-State/Federal Law/Legislation (MH & MR)						
State and Federal law relating to mental health, mental illness and substance abuse. Interdepartmental memos, copy of legislature bills, supporting documentation, newsletters, analysis.	Paper	7/10/1989	Years 5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 780 16#:Legal Services-Correspondence (MH & MR)						
Letters & Memoranda to and from office of Legal Services. To include: letters of request for information; answers for requested information; memos to schedule meetings; arrangements for free legal assistance for patients at State Institutions.	Paper	7/10/1989	Years 5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 784 22#:Licensing Files (Mental Health Agencies)						
We inspect agencies for compliance with Mental Health State Regulations. Files include: program information, staff rosters, Site review reports, licensure issued, complaints and related correspondence.	Paper	8/3/1989	Years 10	Years 40	Destroy	Current
<b>Schedule #:</b> 784 3#:Quality Assurance Files						
Reports, data, correspondence, references in regard to Quality Assurance of Mental Health and Mental Retardation, and Children with Special Needs agencies throughout the State of Maine.	Paper	8/3/1989	Years 1	Years 11	Destroy	Current

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<p><b>Schedule #:</b> 794 5#:Class Action Suit (AMHI)</p> <p>Suit pertains to delivery of services in institutional and community settings. Includes court documents, proposed settlements, meeting notices and minutes, correspondence related to same. In agency retention: until terminated.</p>	Paper	10/17/1989	Contingent Upon Event - See Description	0	Years 10	Archives Current
<p><b>Schedule #:</b> 924 4#:Medical Director Files</p> <p>Oversees medical questions on patients and institutions. Files include: Clozaril* (drug) preapprovals; statistics: investigative reports: quality assurance reports; death review files, including reports and related correspondence. The Medical Director advises the Commissioner on Medical questions which may arise throughout the Department. *Preapproval is required for Medicaid coverage of this drug.</p>	Paper	4/24/1991	Years 2	Years 25	Destroy	Current
<b>191D:Developmental Disabilities</b>						
<p><b>Schedule #:</b> 409 3#:Developmental Disabilities Council Grant Files</p> <p>Notice of Developmental Disabilities Services Grant Award; Developmental Disabilities Services and Facilities Construction Request for Reimbursement; application for funding; fiscal information about the project; correspondence.</p>	Paper	4/1/1986	Years 10	Years 10	Destroy	Current
<p><b>Schedule #:</b> 1583 4#:Development Disabilities Council Minutes</p> <p>Minutes of the Development Disabilities Council.</p>	Paper	5/20/1998	Years 10	Years 0	Archives	Current
<b>191I:Public Information Office</b>						
<p><b>Schedule #:</b> 444 2#:Homebuilders Data Base</p> <p>Primary source of income of clients served; family income of client served; categories of living arrangements; ethnic background of clients served; mental health system compare with OCS data elements; form; correspondence.</p>	Paper	2/24/1986	Years 10	No Retention 0	Destroy	Current
<p><b>Schedule #:</b> 857 1#:Information and Public Affairs (News Summary)</p>						

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This is a daily document put out by this office. It consists of newspaper articles published in different newspapers throughout the State. This is information pertaining to mental health and mental retardation in any way.	Paper	7/30/1990	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 857 3#:Information and Public Affairs (Information Releases)						
These are news releases put out by this division for the Department of Mental Health and Mental Retardation. Information such as: AMHI Class Action Suit; appointment of a new AMHI superintendent; bulletin on Mobile Psycho Geriatric Assessment and Consultation team contract; Governor McKernan to Present Mental Health and Mental Retardation of the Volunteer of the Year Awards and the "AMHI Suite" scheduled hearing.	Paper	7/30/1990	Years 2	No Retention 0	Destroy	Current
<b>198#:Pineland Center</b>						
<b>Schedule #:</b> 530 6#:Clinical Records - Pineland Center						
These records are for former patients who were admitted to the Pineland facility (or previous versions of Pineland). Records may include: face sheet, address sheet, discharge summary, admission history, admission physical, social service reports, dietitian reports, psychological exams, psychiatric notes, program reports, recreation reports, education reports, speech and hearing reports, occupational therapy reports, building reports, annual physical examinations, doctors progress notes, physicians orders, x-ray reports, dental, lab reports, immunizations, EEG & EKG reports, clinical referral slips, nursing personnel reports monthly medication review, monthly medications sheet, personal property inventory.	Paper	3/6/2024	Years 1	Years 20	Archives	Current
Retention begins when the client is deceased or case is closed.						
<b>Schedule #:</b> 954 26#:Legal Documents (Pineland Center)						
These are the legal documents for the clients of Pineland Center. Included are: birth certificates; mortuary trust; emergency admission form; certification dockets; living wills; guardianship papers.	Paper	10/3/2019	Years 1	Years 20	Destroy	Current
The retention for these records will follow schedule 1964 series 9F Case Files - Pineland under DHHS/OADS. Retention begins when the client is deceased or case is closed.						