DEPT OF HEALTH & MENTAL HYGIENE	DHMH Central Services Division DHMH Records Officer 201 W. Preston St Room LL-5 Baltimore, MD 21201 (410) 767-3598 Fax (410) 333-7482	**DHMH Instructions:** 1. Fill out before Disposal leaving date of disposal blank and send to DHMH Records Officer. 2. Once approved destroy documents. 3. Fill in date of disposal and send a copy of Certificate of Records Disposal to DHMH Records Officer.
EXEC - HCF - PHS - OPS - BHD SECRETARIAT		
OFFICE / ADMINISTRATION / LOCATION		
DIVISION / UNIT		

CERTIFICATE OF RECORDS DISPOSAL

NO.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT^3) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

I hereby certify that the records listed above were disposed of as indicated.

SIGNATURE _____ TITLE _____ DATE _____

DGS 550-2 (DHMH 12/2011)