


<b>F R O M</b>	Name & Title	<b>Quinton Herbert, Director and Chief Human Capital Officer</b>	CITY OF BALTIMORE  <b>MEMO</b>	
	Agency Name & Address	<b>Department of Human Resources 7 East Redwood St., Baltimore, MD 21202</b>		
	Subject	<b>CITY COUNCIL BILL #20-0496 - Records Management - Modernizing, Correcting, and Conforming</b>		

TO: The Honorable Council President Brandon Scott and  
Members of the Baltimore City Council  
City Hall, 100 N. Holliday Street, Room 409

DATE: Sept. 9, 2020

### Bill Summary

Council Bill #20-0496, Records Management – Modernizing, Correcting, and Conforming, would establish a City Records Management Officer to coordinate and update the City Code for citywide records management and archival procedures as required by the State of Maryland and modern best practices. The City Records Management Officer would be appointed by the Director of the Department of Legislative Reference. Their duties would be to create protocols and schedules for retention; review digitization proposals; and assist Agency Heads in records inventory, among other functions. Under the law, Agency Heads must designate an Agency Records Officer to liaise, coordinate, and comply with the adopted rules concerning retention, disposal, storage, and digitization of Agency records. Agency Heads must also submit a Certificate of Disposal for any records disposed of, including a list of the records and a certification that disposed of records were handled in accordance with the established protocols. That certification would be submitted to the State Archivist. This proposed legislation would take effect on the 30<sup>th</sup> day after the date of enactment.

### DHR's Recommendation

The Department of Human Resources (DHR) reviewed the above captioned bill. For the reasons stated below, DHR **does not oppose** this legislation.

### Comments and Analysis

This legislation would align the City's current records management program with the State requirements and best practices.