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<b>FROM</b>	NAME & TITLE	Robert Cename, Budget Director	CITY of <b>BALTIMORE</b> <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Bureau of the Budget and Management Research Room 432, City Hall (410) 396-4774		
	SUBJECT	City Council Bill 20-0496—Records Management- Modernizing, Correcting, and Conforming		

DATE:

**TO**

The Honorable President and  
Members of the City Council  
City Hall, Room 400

August 25, 2020

**Position: Does Not Oppose**

The Department of Finance is herein reporting on City Council Bill 20-0496, Records Management-Modernizing, Correcting, and Conforming, the purpose of which is to update City code related to records management and archive procedures to reflect State requirements and modern best practices.

**Background**

The City code currently includes provisions related to records management, as well as a Records Management Officer position. This legislation is intended to update the current provisions to conform to State requirements and align with best practices. These provisions include enabling the City Records Management Officer to establish rules and regulations with regards to the retention, disposal, storage, and digitization of City records, as well as processes and procedures agencies must follow related to record retention and disposition.

**Fiscal Impact**

The Department of Finance estimates that this legislation will have no fiscal impact for the City, since there are no additional staffing or equipment requirements.

**Conclusion**

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

**For the reasons stated above, the Department of Finance does not oppose City Council Bill 20-0496.**

cc: Henry Raymond  
Matthew Stegman  
Nina Themelis