


FROM	NAME & TITLE	Chichi Nyagah-Nash, Director	CITY of BALTIMORE <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Department of General Services 800 Abel Wolman Municipal Building		
	SUBJECT	Report on City Council Bill 20-0496		

DATE: March 20, 2020

**TO** The Honorable President and Members  
of the Baltimore City Council  
Attn: Stacy Montgomery, Staff, Commission for Historical &  
Architectural Preservation  
Room 409, City Hall  
100 N. Holliday Street

Re: City Council Bill 20-0496

Dear President and City Council Members:

The Department of General Services has reviewed City Council Bill 20-0496 – Records Management – Modernizing, Correcting, and Conforming as introduced by Council President Scott and the Administration.

City Council Bill 20-0496 establishes the position of City Records Management Officer to develop standards, protocol and procedures that govern the retention of records and data. The Bill also requires City agencies to designate an Agency Records officer to support and assist the implementation of the standards set by the City Records Management Officer. DGS is presently in the process of documenting the various records and data used to carry out our agency functions. This inventory is in line with and will support the efforts of the City Records Management Officer and the spirit of this Bill.

After careful review, the Department of General Services recommends a favorable vote with regard to City Council Bill 20-0496.

Chichi Nyagah-Nash  
Director