

COMPTROLLER

JOAN M. PRATT, CPA
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OFFICE OF THE COMPTROLLER

Department of Audits
Department of Real Estate
Municipal Post Office
Municipal Telephone Exchange
Harbor Master

September 9, 2020

The Honorable President and Members
of the Baltimore City Council
Attn.: Natawna B. Austin, Executive Secretary
Room 409, City Hall
100 N. Holliday Street
Baltimore, MD 21202

Re: City Council Bill 20-0496, "Records Management—Modernizing, Correcting and Conforming"

Dear Mr. President and Members, Baltimore City Council:

The Comptroller's Office and the Department of Real Estate have reviewed City Council Bill 20-0496; this impact statement applies to Comptroller's Office and all its constituent units including the Department of Real Estate. This bill would repeal the current provisions of City Code Article 1 relating to City Records and the City Archivist and Records Manager and replace them with a new Subtitle 10 ("Records Management"). The bill would establish an overall definition of "records", create the position of City Records Management Officer, specify the Records Management Officer's duties, and require City agencies to work with the Records Management Officer regarding maintenance and disposal of records under their control.

The Office of the Comptroller and the Department of Real Estate have no objection to Council Bill 20-0496. These agencies offer the following comments to the Committee for its consideration. The requirement on page 7, lines 23 through 34, that the City Auditor review lists of records proposed for destruction 30 days in advance is a prudent measure that could protect records needed for an investigation. Also, if Council Bill 20-0496 were enacted, it would be beneficial for the Records Management Officer to work closely with agencies when developing regulations relating to retention of specific types of documents. Finally, the Department of Real Estate advises that it may have to dedicate an administrative staff member to records management depending on the regulations the Records Management Officer ultimately promulgates.

Thank you for considering these comments in your deliberations on Council Bill 20-0496. If you have any questions, please contact me at 410-396-4755.

Sincerely,

A handwritten signature in black ink that reads "Joan M. Pratt, CPA". The signature is written in a cursive, flowing style.

Joan M. Pratt, CPA
Comptroller

cc: Mr. Dominic McAlily, Legislative Assistant, Office of the City Council President
Mr. Matt Stegman, Deputy Director of Government Relations, Office of the Mayor
Ms. Nina Themelis, Legislative Liaison, Office of the Mayor