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**BALTIMORE CITY BOARD OF MUNICIPAL  
AND ZONING APPEALS**

**417 E. Fayette Street  
Room 922  
Baltimore, MD 21202  
(410) 396-4301**



**LIVHU NDOU  
Acting Executive Director**

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September 9, 2020

The Honorable President and  
Members of the City Council  
City Hall  
100 N. Holliday Street  
Baltimore, MD 21202

**Re: CC Bill #20-0496 Records Management – Modernizing, Correcting, and  
Conforming**

Ladies and Gentlemen:

City Council Bill No. 20-0496 has been referred by your Honorable Body to the Board of Municipal and Zoning Appeals for study and report.

The purpose of City Council Bill No. 20-0496 is for the purpose of repealing and replacing City Code provisions regarding Baltimore City records management program to conform to State law requirements and to reflect modern practices in records management; establishing the position of City Records Management Officer to coordinate citywide records management; setting forth certain duties of the City Records Management Officer; requiring City agencies to provide certain cooperation to the City Records Management Officer; providing for the manner of the proper disposal of certain City records; defining certain terms; and generally relating to the management of the records of Baltimore City government.

The BMZA has reviewed the legislation and recommends approval of City Council Bill No. 20-0496 with the amendments proposed by the Law Department.

Sincerely,

*Livhu Ndou*  
Acting Executive Director