FROM			CITY of BALTIMORE M E M O	
	NAME & TITLE	Todd Carter Chief Information Officer		
	AGENCY NAME & ADDRESS	Baltimore City Office of Information and Technology (BCIT) 401 E Fayette Street, 3rd floor		
	SUBJECT	**City Council Bill 20-0496 Records Management-Modernizing, Correcting and Conforming**		

TO: The Honorable President and
Members of the City Council
Room 400 City Hall
c/o Natawna Austin, Executive Secretary

September 15, 2020

Position: Does Not Oppose

The Baltimore City Office of Information and Technology 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 Baltimore City Office of Information and Technology does not foresee any significant fiscal or operational impacts associated with the passage of Council Bill 20-0496.

Conclusion

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

For the reasons stated above, the Baltimore City Office of Information and Technology does not oppose City Council Bill 20-0496.

If you have any questions, please contact Leyla Layman, Chief of Governance and Administration, at (443) 202-4511.

cc: Mr. Matt Stegman, Mayor's Office of Government Relations
Ms. Nina Themelis, Mayor's Office of Government Relations