

FROM	NAME & TITLE	Heidi Daniel, CEO <i>HD</i>	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Enoch Pratt Free Library 400 Cathedral Street		
	SUBJECT	CCB 20-0496		

DATE:

TO

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

September 17, 2020

Position: Does Not Oppose

The Enoch Pratt Free Library 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

We estimate that this legislation will have no fiscal impact on the Library.

Conclusion

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

For the reasons stated above, the Enoch Pratt Free Library does not oppose City Council Bill 20-0496.