



<b>FROM</b>	NAME & TITLE	CHRIS RYER, DIRECTOR 	CITY of BALTIMORE  <b>MEMO</b>	
	AGENCY NAME & ADDRESS	DEPARTMENT OF PLANNING 8 <sup>TH</sup> FLOOR, 417 EAST FAYETTE STREET		
	SUBJECT	CITY COUNCIL BILL #20-0496/ RECORDS MANAGEMENT – MODERNIZING, CORRECTING, AND CONFORMING		

DATE:

**TO** The Honorable President and  
Members of the City Council  
City Hall, Room 400  
100 North Holliday Street

September 8, 2020

The Department of Planning is in receipt of City Council Bill #20-0496, which 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 Department of Planning supports the overall concept of City Council Bill #20-0496, if each agency is able to set the retention schedules for various records. However, we have practical concerns about how the new policies will be implemented. A requirement to inventory all existing records will consume many hours of staff time, when we now have several vacant positions that will not be replaced or filled, due to the budget shortfall created by the COVID-19 epidemic. Implementing these requirements going forward will not impact staff time as much, and would be more reasonable. We look forward to working with the committee and other agencies to determine how best to solve the changes in record keeping in a feasible way.

If you have any questions, please contact Mr. Eric Tiso, Division Chief, Land Use and Urban Design Division at 410-396-8358.

CR/ewt

cc: Mr. Nicholas Blendy, Mayor's Office  
Mr. Matthew Stegman, Mayor's Office  
Ms. Nina Themelis, Mayor's Office  
The Honorable Edward Reisinger, Council Rep. to Planning Commission  
Mr. Colin Tarbert, BDC  
Ms. Livhu Ndou, BMZA  
Mr. Geoffrey Veale, Zoning Administration  
Ms. Stephanie Murdock, DHCD  
Ms. Elena DiPietro, Law Dept.  
Mr. Francis Burnszynski, PABC  
Mr. Liam Davis, DOT  
Ms. Natawna Austin, Council Services  
Mr. Dominic McAlily, Council Services