

**AMENDMENTS TO COUNCIL BILL 20-0496  
(1<sup>st</sup> Reader Copy)**

Proposed by: the Law Department  
{To be offered to the Equity and Structure Committee}

**Amendment No. 1 {Striking “affiliated entities”}**

On page 2, strike lines 23 through 31 in their entirety; and, on page 3, strike lines 1 through 5 in their entirety; and, on that same page, in lines 6 and 10, strike “(C)” and “(D)”, respectively, and substitute “(B)” and “(C)”, respectively; and, on that same page, in lines 8 and 9, strike “OR OF ANY AFFILIATED ENTITY”.

**Amendment No. 2 {Broadening definition of “agency”}**

On page 3, in line 8, after “GOVERNMENT”, insert “IN EITHER THE EXECUTIVE OR LEGISLATIVE BRANCHES, INCLUDING ALL ELECTED OFFICIALS”.

**Amendment No. 3 {“Non-permanent” records clarification}**

On page 3, after line 12, insert:

“(D) NON-PERMANENT RECORD.

(1) IN GENERAL.

“NON-PERMANENT RECORD” MEANS A PUBLIC RECORD WITH TEMPORARY VALUE  
THAT MAY BE DESTROYED AFTER THE PASSAGE OF A SPECIFIED PERIOD OF TIME.

(2) INCLUSIONS.

“NON-PERMANENT RECORD” INCLUDES:

(1) EXTRA COPIES OF DOCUMENTS THAT:

(A) HAVE NO SEPARATE ADMINISTRATIVE PURPOSE OR VALUE; AND

(B) ARE PRESERVED ONLY FOR CONVENIENCE OR REFERENCE;

- (II) INFORMATIONAL COPIES OF CORRESPONDENCE, DIRECTIVES, FORMS, OR OTHER SIMILAR DOCUMENTS ON WHICH NO ADMINISTRATIVE ACTION IS RECORDED OR TAKEN;
- (III) LIBRARY AND MUSEUM MATERIALS MADE OR ACQUIRED FOR REFERENCE OR EXHIBITION PURPOSES;
- (IV) PERSONAL PAPERS OR PAPERS OF A PRIVATE OR NON-OFFICIAL CHARACTER THAT PERTAIN TO AN INDIVIDUAL’S PRIVATE AFFAIRS;
- (V) DUPLICATE COPIES OF DOCUMENTS MAINTAINED IN THE SAME FILE;
- (VI) EXTRA COPIES OF PRINTED OR PROCESSED MATERIALS FOR WHICH COMPLETE RECORD SETS EXISTS, INCLUDING CURRENT AND SUPERCEDED MANUALS MAINTAINED OUTSIDE THE AGENCY RESPONSIBLE FOR MAINTAINING THE MANUAL;
- (VII) CATALOGS, TRADE JOURNALS, AND OTHER PUBLICATIONS RECEIVED FROM GOVERNMENT AGENCIES, COMMERCIAL FIRMS, OR PRIVATE INSTITUTIONS THAT REQUIRE NO FURTHER ACTION BY THE AGENCY; OR
- (VIII) PHYSICAL EXHIBITS, ARTIFACTS, AND OTHER MATERIAL OBJECTS LACKING EVIDENTIAL VALUE.”;

and, on that same page, in line 22, strike “AND”; and, on that same page, in line 25, strike the period and substitute “; AND”; and on that same page, after line 25, insert “(III) NON-PERMANENT RECORDS.”; and, on that same page, strike lines 26 through 30 in their entirety; and, on page 4, strike lines 1 through 17 in their entirety.

**Amendment No. 4 {Conforming disposal process to State requirements}**

On page 7, in line 8, after “SCHEDULE”, insert “AND THE DISPOSAL PROCESS SET FORTH IN TITLE 10, SUBTITLE 6 OF THE STATE GOVERNMENT ARTICLE OF THE MARYLAND CODE”.

**Amendment No. 5 {Keeping certain records at the records storage center on Solicitor or Auditor objection}**

On page 7, beginning in line 32, strike “ORDER” down through and including “BE” in line 34 and substitute “RETAIN THE RECORD”.

**Amendment No. 6 {Clarifying the designation of records of historical significance is part of the regular duties of the Records Management Officer and part of the required record schedules}**

On page 2, in line 8, strike “10-12” and substitute “10-11”; and on page 5, in line 22, strike “AND”; and, on that same page, in line 25, after the semi-colon, insert “AND”; and, on that same page, after line 25, insert:

“(III) THE IDENTIFICATION AND PRESERVATION OF RECORDS NO LONGER NEEDED BY AN AGENCY THAT ARE OF HISTORICAL SIGNIFICANCE;”;

and, on page 8, strike lines 1 through 10 in their entirety; and, on that same page, in line 11, strike “10-12” and substitute “10-11”.