


<b>F R O M</b>	NAME & TITLE	Steve Sharkey, Director	<b>CITY of BALTIMORE  M E M O</b>	
	AGENCY NAME & ADDRESS	Department of Transportation (DOT) 417 E Fayette Street, Room 527		
	SUBJECT	City Council Bill 20-0496		

TO: Mayor Bernard C. “Jack” Young  
TO: Equity & Structure Committee  
FROM: Department of Transportation  
POSITION: **No Objection**  
RE: Council Bill – 20-0496

DATE: 9/23/20

**INTRODUCTION** – Records Management - Modernizing, Correcting, and Conforming

**PURPOSE/PLANS** – 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.

**COMMENTS** – Council Bill 20-0496 seeks to update Baltimore City’s record keeping practices related to official City business to ensure compliance with record keeping requirements established by State law. The legislation defines what would and what would not be considered official records. Additionally, the legislation would allow for the creation of a Records Management Officer that would be appointed by the Director of the Department of Legislative Reference (DLR). Duties of the proposed Records Management Officer are also specified in the bill and include language that authorizes the new Record Management Officer to establish new records keeping standards for the City of Baltimore. Upon the establishment of new standards, the Record Management Officer would be tasked with working with each city agency to ensure compliance. Each agency would also be tasked with designating and Agency Records Officer to serve as the primary liaison with the City’s Record Management Officer. Agencies would also be tasked with adhering to new regulations related to the disposal of records as well as the digitization of records.

**AGENCY/DEPARTMENT POSITION** – Given that the Baltimore City Department of Transportation (DOT) is responsible for the maintenance of thousands of miles of public right-of-way, Council Bill 20-0496 would certainly have impact on the agency. DOT maintains extensive records related to public infrastructure, street and alley maps, permits, utilities, street signage, personnel files, transportation plans, automated camera citations, parking tickets, etc. DOT is already actively undergoing a thorough asset inventory process to improve the agency’s internal record keeping of public property and assets that fall under the jurisdiction of Baltimore City DOT.

Additionally, any new records management regulations implemented on the local level must adhere to existing State and Federal regulations. DOT projects benefiting from Federal funds are already held to records management standards established by the US Department of Transportation. Further clarity is also needed when looking at records management of confidential information. A clear delineation between information available to the general public and information that is not will need to be identified.

DOT seeks to work collaboratively with DLR and sister municipal agencies in determining the best route towards improving the City of Baltimore's records management practices. Provided this opportunity of collaboration, the Department of Transportation has **no objection** to Council Bill 20-0496.

If you have any questions, please do not hesitate to contact Liam Davis at [Liam.Davis@baltimorecity.gov](mailto:Liam.Davis@baltimorecity.gov) or at 410-545-3207.

Sincerely,

Steve Sharkey  
Director