

Annotated Code of Maryland  
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\*\*\* Current through October 1, 2017, of the 2017 Regular Session of the Maryland General Assembly. \*\*\*

STATE GOVERNMENT  
TITLE 10. GOVERNMENTAL PROCEDURES  
SUBTITLE 6. RECORDS  
PART II. RECORDS MANAGEMENT.

Md. STATE GOVERNMENT Code Ann. § 10-608 (2017)

§ 10-608. Definitions

- (a) In general. -- In this Part II of this subtitle the following words have the meanings indicated.
- (b) Archives. -- "Archives" means the State Archives.
- (c) Division. -- "Division" means the Records Management Division of the Department of General Services.
- (d) Program. -- "Program" means a program for the management of the records of a unit of the State government.
- (e) Records officer. -- "Records officer" means any individual designated under § 10-610(b) of this subtitle.

**HISTORY:** 1984, ch. 286, §§ 5, 9; 2014, ch. 104, § 2; 2017, ch. 539.

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Md. STATE GOVERNMENT Code Ann. § 10-609 (2017)

§ 10-609. Regulations

The Division and the State Archivist jointly shall adopt regulations to:

- (1) define the character of records of archival quality;
- (2) determine the quantity of those records;
- (3) set standards for the development of record retention and disposal schedules; and
- (4) provide for the periodic transfer to the State Archivist or disposal of records, in accordance with the schedules.

**HISTORY:** 1984, ch. 286, §§ 5, 8; 2014, ch. 104, § 1.

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Md. STATE GOVERNMENT Code Ann. § 10-610 (2017)

§ 10-610. Records management program; records officer.

(a) Program. --

(1) Each unit of the State government shall have a program for the continual, economical, and efficient management of the records of the unit.

(2) The program shall include procedures for:

(i) the security of the records;

(ii) the establishment and revision, in accordance with the regulations, record retention and disposal schedules to ensure the prompt and orderly disposition of records, including electronic records, that the unit no longer needs for its operation;

(iii) the maintenance of inventories of records series that are accurate and complete; and

(iv) the transfer of permanent records to the custody of the Archives.

(b) Records officer. -- Each head of a unit of State government shall designate, from among the unit's executive staff, a records officer for the unit to:

(1) serve as liaison to the Division and the Archives; and

(2) develop and oversee the program.

**HISTORY:** 1984, ch. 286, §§ 5, 9; 2000, ch. 4; 2014, ch. 104, § 2; 2017, ch. 539.

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Md. STATE GOVERNMENT Code Ann. § 10-611 (2017)

§ 10-611. Duties of Division

The Division shall:

- (1) inspect the records of the units of the State government;
- (2) study the records management practices of the units of State government;
- (3) review a proposal to buy or rent equipment, storage space, or services for records, including microfilming or photocopying, and, as appropriate, make recommendations about the proposal to:
  - (i) the Department of Budget and Management; or
  - (ii) the Board of Public Works;
- (4) on July 1, 1985 and for each subsequent 5-year period, report a series analysis of the character and quantity of records that a unit of the State government holds and that an official of the State government or the head of a unit is required or is permitted to offer to the State Archives; and
- (5) otherwise further the programs of each unit of the State government.

**HISTORY:** 1984, ch. 286, §§ 5, 8; 1996, ch. 349, § 13; 2014, ch. 104, § 1; 2017, ch. 539.