

(1) a book, magazine, or newspaper;

(2) other library or museum material that was made or acquired for reference or exhibition purposes;

(3) an extra copy of a document that was kept only for convenience of reference;

(4) a stock of publications;

(5) an acceptance or refusal of an invitation or engagement of a public officer; and

(6) material that otherwise relates to personal business of a public officer.

(b) The Commission may set classes of materials that the PUBLIC official may destroy if the PUBLIC official no longer needs the materials.

10-640.

[An] A PUBLIC official [of the State government] may offer to the Commission any portrait that is in the custody of the PUBLIC official but is no longer used.

10-641.

(a) With the written approval of the Commission, the head of a unit of the State government OR OF A UNIT OF A COUNTY OR MUNICIPAL CORPORATION may destroy original material that has been photographed, photocopied, or microphotographed if:

(1) the head offers the original material to the Commission, but the Commission declines to accept;

(2) the copy is made in a manner that meets the standard of quality of the Commission for permanent photographic records;

(3) the copy is placed in an adequately accessible container; and

(4) provisions are made:

(i) for the preservation, examination, and use of the copy in a manner that the Commission approves; and

(ii) as to a record that a statute otherwise expressly requires to be kept permanently, for the copy to be available, on request, in the same manner as the original material.

12-304.