

§ 10-631. Definitions.

(a) *In general.*- In this Part IV of this subtitle the following words have the meanings indicated.

(b) *Division.*- "Division" means the Records Management Division of the Department of General Services.

(c) *Program.*- "Program" means a program for the management of the records of a unit of the State government.

[1984, ch. 286, §§ 5, 9.]

§ 10-632. 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.

[1984, ch. 286, §§ 5, 8.]

§ 10-633. Program.

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

(b) *Contents.*- The program shall include procedures:

(1) to ensure the security of the records;

(2) to establish and to revise, in accordance with the regulations, record retention and disposal schedules that ensure the prompt and orderly disposition of records that the unit no longer needs for its operation; and

(3) to facilitate compliance with Part V of this subtitle.

[1984, ch. 286, §§ 5, 9; 2000, ch. 4.]

§ 10-634. 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;
- (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.

[1984, ch. 286, §§ 5, 8; 1996, ch. 349, § 13.]