

formation," providing for the inspection of public records, providing penalties for the violation of these provisions and generally relating thereto.

SECTION 1. *Be it enacted by the General Assembly of Maryland, That new Article 76A be and it is hereby added to the Annotated Code of Maryland (1969 Replacement Volume), to follow immediately after Section ARTICLE 76 thereof, and to read as follows:*

**76A.**

*1. As used in this Article:*

*(a) The term "public records" when not otherwise specified shall include any paper, correspondence, form, book, photograph, photostat, film, microfilm, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by the State and any counties, municipalities and political subdivisions thereof and by any agencies of the State, counties, municipalities, and political subdivisions thereof, or received by them in connection with the transaction of public business, except those privileged or confidential by law.*

*(b) Public records shall be classified as follows:*

*(i) The term "official public records" shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State or any agency or subdivision thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the State or any agency or subdivisions thereof; all records or documents required by law to be filed with or kept by any agency or the State; ~~and all other documents or records determined by the records committee to be official public records.~~*

*(ii) The term "office files and memoranda" shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as official public records; all duplicate copies of official public records filed with any agency of the State or subdivision thereof; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the records committee to be office files and memoranda.*

*(c) The term "writings" means and includes all books, papers, maps, photographs, cards, tapes, recordings or other documentary materials, regardless of physical form or characteristics.*

*(d) The term "political subdivision" means and includes every county, city and county, city, incorporated and unincorporated town, school district and special district within the state.*

*(e) The term "official custodian" means and includes any officer or employee of the state or any agency, institution or political subdivision thereof, who is responsible for the maintenance, care and keeping of public records, regardless of whether such records are in his actual personal custody and control.*