

REVISOR'S NOTE: This subsection is new language added to allow concise reference to a program.

10-632. 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 TO ESTABLISH AND TO REVISE RETENTION SCHEDULES THAT ENSURE THE PROMPT AND ORDERLY DISPOSAL OF RECORDS THAT THE UNIT NO LONGER NEEDS FOR ITS OPERATION.

(C) APPROVAL OF SCHEDULES.

A RETENTION SCHEDULE IS NOT EFFECTIVE UNTIL THE COMMISSION HAS APPROVED THE SCHEDULE. IF THE SCHEDULE PROVIDES FOR THE DESTRUCTION OF A RECORD, THE APPROVAL MUST BE IN WRITING.

REVISOR'S NOTE: This section is new language derived without substantive change from former Art. 54, § 10(a).

Defined terms: "Commission" § 10-631
"Includes"; "including" § 1-101
"Program" § 10-631

10-633. DUTIES OF COMMISSION.

THE COMMISSION 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 FISCAL PLANNING; OR

(II) THE BOARD OF PUBLIC WORKS; AND

(4) OTHERWISE FURTHER THE PROGRAMS OF EACH UNIT OF THE STATE GOVERNMENT.