

IN ACCORDANCE WITH THE RECORD RETENTION AND DISPOSAL SCHEDULES, ~~AN OFFICIAL OF THE STATE GOVERNMENT~~ A PUBLIC OFFICIAL SHALL OFFER TO THE ARCHIVES ANY PUBLIC RECORD OF THE OFFICIAL THAT NO LONGER IS NEEDED, SUCH AS:

(1) AN ORIGINAL PAPER;

(2) A BOOK;

(3) A FILE;

(4) A RECORD OF A COURT OF RECORD FOR WHICH AN ACCURATE TRANSCRIPT IS IN USE; OR

(5) A RECORD THAT RELATES TO THE INTERNAL MANAGEMENT OF OR OTHERWISE IS A HOUSEKEEPING RECORD FOR AN OFFICE OF A CLERK OF COURT OR REGISTER OF WILLS.

(B) DESTRUCTION.

(1) WITH THE WRITTEN APPROVAL OF THE STATE ARCHIVIST, ~~AN A PUBLIC~~ OFFICIAL MAY DESTROY THE RECORD THAT AN THE PUBLIC OFFICIAL OFFERS UNDER THIS SECTION, BUT THE ARCHIVES DECLINES TO ACCEPT.

(2) AFTER RECORDS ARE DESTROYED, THE PUBLIC OFFICIAL SHALL SEND TO THE ARCHIVES:

(I) A LIST OF THE RECORDS THAT WERE DESTROYED;  
AND

(II) A CERTIFICATE OF DESTRUCTION.

(3) THE STATE ARCHIVIST SHALL KEEP EACH LIST OF THE RECORDS DESTROYED UNDER THIS SUBSECTION. THE LIST SHALL BE AVAILABLE FOR PUBLIC INSPECTION AT REASONABLE TIMES.

1-404. NONOFFICIAL MATERIALS.

(A) IN GENERAL.

~~AN OFFICIAL OF THE STATE GOVERNMENT~~ A PUBLIC OFFICIAL MAY OFFER TO THE ARCHIVES OR MAY DESTROY ANY OF THE FOLLOWING MATERIALS THAT THE PUBLIC OFFICIAL NO LONGER NEEDS:

(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;