

[1-303.] 10-633.

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

(b) The program shall include procedures:

(1) 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

(2) to facilitate compliance with PART V OF this [Subtitle 4 of this article] SUBTITLE.

[1-401.] 10-637.

(a) In this PART V OF THIS subtitle the following words have the meanings indicated.

(b) "Archives" means the State Archives.

(c) "Commission" means the Hall of Records Commission.

(D) "PUBLIC OFFICIAL" INCLUDES AN OFFICIAL OF THE STATE OR OF A COUNTY, CITY, OR TOWN IN THE STATE.

[1-402.] 10-638.

Except as expressly provided in [§ 1-406] § 10-642 of this subtitle, this Part [I] V of this subtitle does not authorize:

(1) the destruction of a permanent book of account;

(2) the destruction of a land record of a clerk of a circuit court;

(3) the destruction of any record that relates to the financial operation of a unit of the State government or to collection of State taxes until the requirements of [Article 40, §§ 61A through 61E of the Code] §§ 2-1215 THROUGH 2-1222 OF THIS ARTICLE are met;

(4) the destruction of any record until the expiration of the period that a statute expressly sets for that record to be kept;

(5) the destruction of any public record that a statute expressly requires to be kept permanently; or

(6) the destruction of any record of a court of record unless: