

(1) KEEP THE RECORDS OF THE COMMISSION, INCLUDING A RECORD OF PROCEEDINGS, ALL DOCUMENTS REQUIRED TO BE FILED WITH THE COMMISSION, ALL ORDERS, REGULATIONS, AND DECISIONS OF THE COMMISSION, AND ALL DOCKETS AND FILES;

(2) CERTIFY TRUE COPIES OF THOSE MATERIALS;

(3) DESIGNATE AN EMPLOYEE OF THE COMMISSION TO PERFORM THE DUTIES OF EXECUTIVE SECRETARY WHEN THE EXECUTIVE SECRETARY IS ABSENT; AND

(4) PERFORM THE OTHER DUTIES THAT THE COMMISSION PRESCRIBES.

(D) DOCUMENT RETENTION.

WITH THE APPROVAL OF THE COMMISSION AND IN CONFORMITY WITH TITLE 10, SUBTITLE 6, PART V OF THE STATE GOVERNMENT ARTICLE, THE EXECUTIVE SECRETARY MAY DESTROY ANY RECORD OR DOCUMENT THAT THE COMMISSION POSSESSES, INCLUDING A RECORD OR DOCUMENT REQUIRED BY LAW TO BE FILED WITH THE COMMISSION, IF:

(1) THE RECORD OR DOCUMENT HAS BEEN ON FILE FOR AT LEAST 3 YEARS; AND

(2) THE EXECUTIVE SECRETARY CONSIDERS THE DOCUMENT TO BE OBSOLETE.

REVISOR'S NOTE: Subsections (a), (c), and (d) of this section are new language derived without substantive change from former Art. 78, §§ 10, 11, and, as it provided for appointment of the Executive Secretary, § 9.

In this section, and throughout this article, the references to the "Executive Secretary" are substituted for the former references to the "Secretary" for clarity.

Subsection (b) of this section is new language added for clarity reflecting the transfer of the Executive Secretary to the Executive Pay Plan.

In subsection (c)(1) of this section, the former reference to documents required to be filed "by law or ordered filed by the Commission" is deleted as surplusage.

Also in subsection (c)(1) of this section, the former reference to "rulings" of the Commission is deleted in light of the comprehensive reference to "orders ... decisions".

Also in subsection (c)(1) of this section, the former reference to "rules" is deleted. See General Revisor's Note to this article.

In subsection (c)(4) of this section, the former reference to a "full and true" record of the proceedings of the Commission is deleted as surplusage.

In subsection (d)(2) of this section, the former authority to destroy a