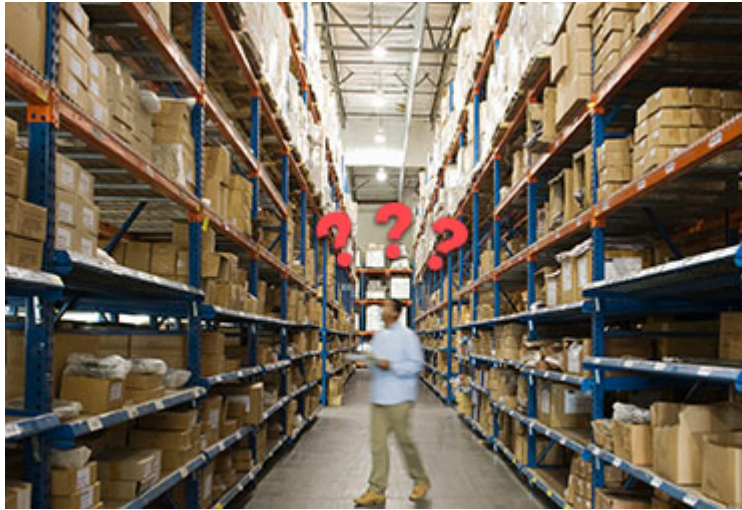


Record Management During the Era of COVID-19

The need to know about records created and maintained during these unprecedented times.



The Duty to Document Does Not Cease in a Crisis, it Becomes More Essential

The COVID-19 pandemic represents an extraordinary event in global history and we at the Maryland State Archives and State Records Division are working to ensure that we do our best to ensure that you and your agency understand the importance of maintaining records during a time of crisis.

Records in Response

The disruption to regular business practices and your agency's response may have created records that are not covered in your agency's retention schedule. As a reminder, a retention schedule is a document created by your agency and approved by the State Archivist that identifies what records your agency creates and how long those records are retained before destruction (non-permanent records) or transferred to the Archives (permanent records). Now more than ever we all must understand the importance of our responsibility to the public to continue to manage and maintain the records in your possession. Records created in response to the COVID-19 crisis may include, but are certainly not limited to documentation of:

- Purchases made in response to the COVID-19 pandemic.
- Logistics and emergency deployment of resources.
- Personnel and teleworking policies created in response to the COVID-19 pandemic.
- Receipt and expenditure of emergency funding and the CARES Act.

- Public Information Act Requests concerning COVID-19.
- Requests for information from the Department of Legislative Services, presentations before the Legislature and other legislative material.
- Any other records documenting activities taken by the state in response to the COVID-19 pandemic.

These records must be managed according to your agency's retention schedules. In the event that these records are not covered by a records retention schedule, now would be a great time to review and update your retention schedules to reflect these changes.

It is also important to continue to manage all of your agency's records. The pandemic has increased the number of teleworkers and expanded the reliance on collaborative tools. Remember that public records, even those created remotely, must be managed to ensure that your agency has the information that it needs and can fulfill any public information requests.

How We Can Help:

The questions now are, “does my agency have a retention schedule?”, and “does it cover any of the records created during this time?”. If you are unsure if your agency has an approved retention schedule you can start by checking with your records officer and/or agency head. More information is available through our [Retention Schedule webpage](#). This [site](#) also provides a list of retention schedules that have been approved by the State Archivist.

As always, we are here to assist in your retention schedule search, creation and amendments. To support social distancing, we are utilizing remote tools as much as possible for the retention scheduling approval process. Please feel free to contact us with any questions, comments or concerns. dgs.src@maryland.gov or 410-799-1930.