

## Article - State Government

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§10-611.

The Division 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 Management; or
  - (ii) the Board of Public Works;
- (4) on July 1, 1985 and for each subsequent 5-year period, report a series analysis of the character and quantity of records that a unit of the State government holds and that an official of the State government or the head of a unit is required or is permitted to offer to the State Archives; and
- (5) otherwise further the programs of each unit of the State government.

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