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§10–610.

(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 ensure the security of the records;

(2) 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

(3) to facilitate compliance with Part III of this subtitle.

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