

Department of Legislative Services
Maryland General Assembly
2020 Session

FISCAL AND POLICY NOTE
First Reader

House Bill 755
Ways and Means

(Delegate Long)

Baltimore County - Board of Education - Retention Policy for Financial Records

This bill requires the Baltimore County Board of Education to adopt a retention policy for the financial records of the Baltimore County Public School System by January 1, 2021. The policy must require (1) retention of all financial records for at least seven years; (2) the board to designate a custodian of records; (3) the custodian of records to certify any records that have been digitally stored for seven years or more; and (4) all financial records to be backed up in a secure secondary cloud-based location. **The bill takes effect July 1, 2020.**

Fiscal Summary

State Effect: None.

Local Effect: The bill is not anticipated to materially affect Baltimore County Public School System finances or operations.

Small Business Effect: None.

Analysis

Current Law/Background: State law does not specify the period of time that the Baltimore County school board is required to retain financial records. However, the school system has adopted a [records inventory and retention schedule](#) that specifies how long various types of records must be kept. General accounting and budget records are required to be retained for seven years.

Additional Information

Prior Introductions: None.

Designated Cross File: None.

Information Source(s): Baltimore County; Baltimore County Public Schools;
Department of Legislative Services

Fiscal Note History: First Reader - February 17, 2020
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