

SENATE BILL 340

B1

8lr2312

By: **Senators Peters, Brinkley, Currie, DeGrange, Edwards, Kasemeyer, King, Kramer, Madaleno, Munson, Robey, and Stoltzfus**

Introduced and read first time: January 28, 2008

Assigned to: Budget and Taxation

Committee Report: Favorable with amendments

Senate action: Adopted

Read second time: March 13, 2008

CHAPTER _____

1 AN ACT concerning

2 **Task Force on Reducing State Budget Expenditures for Record Management**
3 **and Retention**

4 FOR the purpose of establishing the Task Force on Reducing State Budget
5 Expenditures for Record Management and Retention; providing for the
6 membership, cochairs, and staffing of the Task Force; prohibiting a member of
7 the Task Force from being compensated; authorizing a member to be
8 reimbursed for expenses under certain circumstances; requiring the Task Force
9 to examine and make recommendations on certain matters and to issue a report
10 to the General Assembly on or before a certain date; providing for the
11 termination of this Act; and generally relating to the Task Force on Reducing
12 State Budget Expenditures for Record Management and Retention.

13 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF
14 MARYLAND, That:

15 (a) There is a Task Force on Reducing State Budget Expenditures for Record
16 Management and Retention.

17 (b) The Task Force consists of the following members:

18 (1) one member of the Senate of Maryland, appointed by the ~~President~~
19 ~~of the Senate~~ Governor to serve as cochair;

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike-out~~ indicates matter stricken from the bill by amendment or deleted from the law by amendment.



1 (2) one member of the House of Delegates, appointed by the ~~Speaker of~~
2 ~~the House~~ Governor to serve as cochair;

3 (3) the Secretary of Budget and Management, or the Secretary's
4 designee;

5 (4) the Secretary of General Services, or the Secretary's designee;

6 (5) the State Archivist, or the Archivist's designee;

7 (6) the Attorney General, or the Attorney General's designee;

8 ~~(7) the Chief Judge of the Court of Appeals, or the Chief Judge's~~
9 ~~designee;~~

10 ~~(8) (7) the State Chief Information Officer, or the State Chief Information~~
11 ~~Officer's designee; and~~

12 ~~(9) (8) the following members appointed jointly by the President of the~~
13 ~~Senate and the Speaker of the House~~ by the Governor:

14 (i) two representatives from local government;

15 (ii) one representative from the Association for Records
16 Managers and Administrators; and

17 (iii) one representative from the information technology
18 industry.

19 (c) The Department of General Services and the State Archives jointly shall
20 provide staff for the Task Force.

21 (d) A member of the Task Force:

22 (1) may not receive compensation as a member of the Task Force; but

23 (2) is entitled to reimbursement for expenses under the Standard
24 State Travel Regulations, as provided in the State budget.

25 (e) The Task Force shall:

26 (1) study ways to reduce State operating budget expenditures
27 attributed to the unnecessary management and retention of paper and electronic
28 records;

29 (2) evaluate any necessary changes in laws, regulations, policies, and
30 procedures that would impede potential cost savings through reduction of paper and
31 electronic records;

1 (3) evaluate cost implications regarding the records management
2 practices currently in place within units of State government and the adequacy and
3 effectiveness of record disposition procedures, including permanent retention
4 requirements;

5 (4) study best practices for ensuring cost effective management,
6 preservation, and security of public records deemed to have legal, administrative,
7 regulatory, fiscal, evidential, or historical value;

8 (5) consult with:

9 (i) agencies of State government; and

10 (ii) experts in records management, archival best practices, and
11 information technology;

12 (6) make recommendations regarding:

13 (i) proposed changes to laws or regulations;

14 (ii) improvements to processes and procedures;

15 (iii) ensuring secure access to public records;

16 (iv) cost savings through improved records management;

17 (v) providing adequate security for and effective disposition of
18 record material;

19 (vi) preservation of permanent record material at the State
20 Archives; and

21 (vii) performance measures and timelines for agency compliance;
22 and

23 (7) identify the fiscal impact to the State budget of the proposed
24 recommendations.

25 (f) On or before June 30, 2009, the Task Force shall report its findings and
26 recommendations to the General Assembly in accordance with § 2-1246 of the State
27 Government Article.

28 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
29 June 1, 2008. It shall remain effective for a period of 1 year and 2 months and, at the
30 end of July 31, 2009, with no further action required by the General Assembly, this
31 Act shall be abrogated and of no further force and effect.

