

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

A BILL ENTITLED

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 to serve as cochair;

20 (2) one member of the House of Delegates, appointed by the Speaker of
21 the House to serve as cochair;

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

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



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

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

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

4 (7) the Chief Judge of the Court of Appeals, or the Chief Judge's
5 designee;

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

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

10 (i) two representatives from local government;

11 (ii) one representative from the Association for Records
12 Managers and Administrators; and

13 (iii) one representative from the information technology
14 industry.

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

17 (d) A member of the Task Force:

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

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

21 (e) The Task Force shall:

22 (1) study ways to reduce State operating budget expenditures
23 attributed to the unnecessary management and retention of paper and electronic
24 records;

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

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

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

4 (5) consult with:

5 (i) agencies of State government; and

6 (ii) experts in records management, archival best practices, and
7 information technology;

8 (6) make recommendations regarding:

9 (i) proposed changes to laws or regulations;

10 (ii) improvements to processes and procedures;

11 (iii) ensuring secure access to public records;

12 (iv) cost savings through improved records management;

13 (v) providing adequate security for and effective disposition of
14 record material;

15 (vi) preservation of permanent record material at the State
16 Archives; and

17 (vii) performance measures and timelines for agency compliance;
18 and

19 (7) identify the fiscal impact to the State budget of the proposed
20 recommendations.

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

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