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Governor

BOYD K. RUTHERFORD
Lt. Governor



LISA A. KERSHNER
Public Access Ombudsman

STATE OF MARYLAND
OFFICE OF THE
PUBLIC ACCESS OMBUDSMAN

Subject: *Designation of Record Officer for Office of the Public Access Ombudsman*

September 4, 2018

Kathryn Baringer
Director, Appraisal and Description
Maryland State Archives
350 Rowe Boulevard
Annapolis, MD 21401

Dear Ms. Baringer:

This is to advise you on behalf of the Office of the Public Access Ombudsman that I am designating Ms. Janice Clark, the program's administrative officer, as our designated Records Officer to carry out the duties and responsibilities provided by Md. Code Ann., State Government, section 10-610 and COMAR 14.18.02.10.

Ms. Clark's contact information is: Janice Clark, Administrative Officer
Public Access Unit, Office of the Attorney General
200 St. Paul Place
Baltimore, MD 21202
Email: iclark@oag.state.md.us
Phone: 410-576-7033

If you have any questions or are in need of further information concerning this designation, please feel free to contact me.

Thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Kershner".

Lisa A. Kershner
Public Access Ombudsman
Phone: 410-576-7037
Email: lkershner@oag.state.md.us

WESTLAW

West's Annotated Code of Maryland
 State Government (Refs & Annos)
 Title 10. Governmental Procedures (Refs & Annos)

§ 10-610. Records management programs

West's Annotated Code of Maryland State Government Effective: October 1, 2017 (Approx. 2 pages)
 PART II. RECORDS MANAGEMENT (REFS & ANNOS)

Effective: October 1, 2017

MD Code, State Government, § 10-610
 Formerly cited as MD STATE GOVT § 10-633

§ 10-610. Records management programs

Currentness

Requirements

(a)(1) Each unit of the State government shall have a program for the continual, economical, and efficient management of the records of the unit.

(2) The program shall include procedures for:

- (i) the security of the records;
- (ii) the establishment and revision, in accordance with the regulations, record retention and disposal schedules to ensure the prompt and orderly disposition of records, including electronic records, that the unit no longer needs for its operation;
- (iii) the maintenance of inventories of records series that are accurate and complete; and
- (iv) the transfer of permanent records to the custody of the Archives.

Records officer

(b) Each head of a unit of State government shall designate, from among the unit's executive staff, a records officer for the unit to:

- (1) serve as liaison to the Division and the Archives; and
- (2) develop and oversee the program.

Credits

Added as Art. 54, § 1-303, by Acts 1984, c. 286, § 5, eff. July 1, 1984. Transferred to State Government § 10-633 by Acts 1984, c. 286, § 9, eff. Oct. 1, 1984. Amended by Acts 1984, c. 286, § 9, eff. Oct. 1, 1984; Acts 2000, c. 4, § 1, eff. Oct. 1, 2000. Renumbered as State Government § 10-610 and amended by Acts 2014, c. 104, § 2, eff. Oct. 1, 2014. Amended by Acts 2017, c. 539, § 1, eff. Oct. 1, 2017.

MD Code, State Government, § 10-610, MD STATE GOVT § 10-610
 Current through legislation effective July 1, 2018, from the 2018 Regular Session of the General Assembly

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