

000048006

**A RESOLUTION PERTAINING TO THE ADOPTION OF THE CALVERT
COUNTY RECORD RETENTION POLICY**

WHEREAS, Title 10, Subtitle 6 of the *State Government Article* of the Annotated Code of Maryland authorizes and requires the Board of County Commissioners of Calvert County, Maryland to develop a program to efficiently manage its public records, including the establishment and regular revision of records retention and disposition schedules;

WHEREAS, it is the desire of the Board of County Commissioners that the County develop a records retention policy pursuant to the authority and requirements set forth in Title 10, Subtitle 6 of the *State Government Article* of the Annotated Code of Maryland;

WHEREAS, the Calvert County Attorney's Office, with input from the various County departments, developed a records retention policy for review and consideration by the Board of County Commissioners;

WHEREAS, the County Attorney's Office addressed the Board of County Commissioners in a work session at a regularly scheduled open meeting on January 31, 2012, at which time the proposed first draft of the *Calvert County Records Retention Policy* was discussed;

WHEREAS, the Board of County Commissioners approved the first draft of the *Calvert County Records Retention Policy* and directed the County Attorney's Office to move forward with gathering the required records inventory forms from each County department for forwarding to the Maryland Records Management Division of the Department of General Services for review, after which the Maryland Records Management Division would forward the same to the Maryland State Archives for final approval;

WHEREAS, in the interim of the County Attorney's Office gathering the required records inventory forms from each County department, certain changes were made to the records retention and disposition schedules by the Maryland Records Management Division;

WHEREAS, the County Attorney's Office made the required changes to the records retention and disposition schedules as mandated by the Maryland Records Management Division, along with certain changes to the draft *Calvert County Records Retention Policy*, and redistributed the same to each County department for completion;

WHEREAS, the County Attorney's Office addressed the Board of County Commissioners again in a work session at a regularly scheduled open meeting on August 18, 2015, at which time the proposed second draft of the *Calvert County Records Retention Policy* was discussed;

WHEREAS, the Board of County Commissioners directed the County Attorney's Office to forward the proposed *Calvert County Records Retention Policy* to the Maryland Records Management Division of the Department of General Services for review, after which the Maryland Records Management Division will forward the same to the Maryland State Archives for final approval.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the *Calvert County Records Retention Policy* be conditionally adopted and direct staff to forward the same to the Maryland Records Management Division of the Department of General Services for review, after which the Maryland Records Management Division will forward the same to the Maryland State Archives for final approval.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of the *Calvert County Records Retention Policy* is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of this Resolution shall be enforceable and valid.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall be effective upon recordation, and approval by the Maryland Records Management Division and the Maryland State Archives.

DONE, this 18th day of August, 2015 by the Board of County Commissioners of Calvert County, Maryland, sitting in regular session.

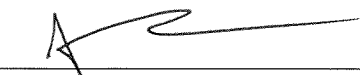
Aye:	<u>5</u>
Nay:	<u>0</u>
Absent/Abstain:	<u>0</u>

1400048008


ATTEST:


**BOARD OF COUNTY
COMMISSIONERS OF CALVERT
COUNTY, MARYLAND**

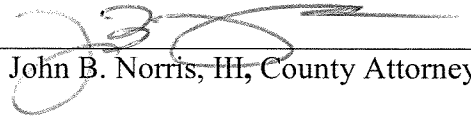

Maureen Frederick, Clerk

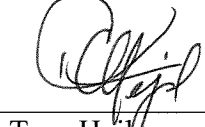

Steven R. Weems, President

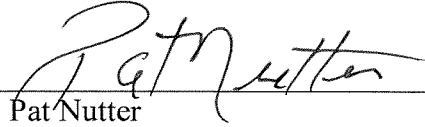
Approved for form and legal
sufficiency on August 17, 2015
by:


Evan K. Slaughenroth Jr., Vice-President


Mike Hart


John B. Norris, III, County Attorney


Tom Hejl


Pat Nutter

Received for Record 8/17 2015
10:55 o'clock A.M. Same day
recorded in Liber KPS No. 48
Folio 6 COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.

