



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: John Hoatson, Town Clerk
Date: Tuesday, January 26, 2024
Re: Town of Upper Marlboro Record Retention & Disposal Schedule

Commissioners,

With many changes and additions to the Town's departments, organizational structure, and operations procedures, it is time that a new Records Retention & Disposal Schedule be developed and submitted to the State for re-approval. Our biggest update to the schedule will be the addition of, "electronic" documents, which has remained a major issue with our State and National Archives due to the ever-evolving technologies. We are also striving to become a paperless office, so the transition from paper originals to electronic originals is in the works.

In the coming weeks, I will be speaking with Department Heads to review the current Records Retention and Disposal Schedule and discuss possible edits. Ultimately, each Department Head will be responsible for its own record keeping. ON an annual basis, departments will list those records that have reached their disposal date and submit it to the Clerk's Office. Once the Clerk reviews and approves, the list for disposal is submitted to the State online by the Clerk, and the records are then destroyed.

We are currently working with Iron Mountain (an outside vendor) to find out about the current storage of our documents. The Clerk will be working to come up with a solution to digitize records for the Town moving forward. As this is a large lift for the Town, it is going to take many individuals working together to get it done. We will provide regular updates to the Board of Town Commissioners as this process plays out. Thank you.