

TOWN OF UPPER MARLBORO

General Government

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Mayor: Charles Colbert • Vice Mayor: Derrick Brooks • Councilmember Sarah Franklin • Councilmember Karen Lott • Councilmember Joseph Hourcle

STAFF REPORT

Purpose

To update the Town Council on the status of the Town's records management initiative and the ongoing effort to reconcile the Town Code with the current Charter.

Background

Over the past several years, the Town has undertaken efforts to establish formal records management processes. Despite this ongoing effort, progress has been limited, and the Town has not yet been able to fully organize its website or complete the upload of required documents for public access.

Current Action

To address this gap, the Town is hiring a part-time Records Management Coordinator to lead and organize this effort moving forward. This position will be responsible for establishing consistent records management practices and ensuring the timely organization and posting of documents to the Town's website.

In parallel, staff are conducting a review to reconcile the Town Code with the current Town Charter, with the goal of ensuring full consistency.

Next Steps

Staff will provide the Council as the updates are being made.