

IN THE COURT OF APPEALS OF MARYLAND
ADMINISTRATIVE ORDER ON DESIGNATION OF RECORDS OFFICER

WHEREAS, Maryland State Government Article § 10–610(a) requires that each unit of State government maintain a program for the continual, economical, and efficient management of the records of the unit, which shall include procedures for the security of the records; the establishment and revision, in accordance with the regulations, of record retention and disposal schedules to ensure the prompt and orderly disposition of records; the maintenance of accurate and complete inventories of records series; and the transfer of permanent records to the custody of the Archives; and

WHEREAS, Maryland State Government Article § 10–610(b) requires that 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 Records Management Division of the Department of General Services and the Maryland State Archives; and (2) develop and oversee the program; and

WHEREAS, On recommendation of the Court Administration Subcommittee of the Rules Committee, the Chief Judge, the administrative head of the Judicial Branch of this State, shall designate the Records Officer; and

WHEREAS, Maryland State Government Article § 10–616(a) requires that Public Officials deemed responsible for records retention and disposal in courts and other judicial units shall retain and dispose of Judiciary public records in accordance with the offered and approved Judiciary Records Retention and Disposal Schedule,

NOW, THEREFORE, I, Mary Ellen Barbera, Chief Judge of the Court of Appeals and the administrative head of the Judicial Branch of this State, pursuant to the authority conferred by Article IV, § 18 of the Maryland Constitution and Maryland State Government Article § 10–610, do, this 29th day of September, 2017, order as follows:

- (a) The State Court Administrator is hereby designated as the Records Officer for the following courts and judicial offices:
- (1) The Court of Appeals;
 - (2) The Court of Special Appeals;
 - (3) The Circuit and District Courts in Allegany County;
 - (4) The Circuit and District Courts in Anne Arundel County;
 - (5) The Circuit and District Courts in Baltimore City;
 - (6) The Circuit and District Courts in Baltimore County;
 - (7) The Circuit and District Courts in Calvert County;
 - (8) The Circuit and District Courts in Caroline County;
 - (9) The Circuit and District Courts in Carroll County;
 - (10) The Circuit and District Courts in Cecil County;
 - (11) The Circuit and District Courts in Charles County;
 - (12) The Circuit and District Courts in Dorchester County;
 - (13) The Circuit and District Courts in Frederick County;
 - (14) The Circuit and District Courts in Garrett County;
 - (15) The Circuit and District Courts in Harford County;
 - (16) The Circuit and District Courts in Howard County;
 - (17) The Circuit and District Courts in Kent County;
 - (18) The Circuit and District Courts in Montgomery County;
 - (19) The Circuit and District Courts in Prince George's County;
 - (20) The Circuit and District Courts in Queen Anne's County;
 - (21) The Circuit and District Courts in Somerset County;
 - (22) The Circuit and District Courts in St. Mary's County;
 - (23) The Circuit and District Courts in Talbot County;
 - (24) The Circuit and District Courts in Washington County;
 - (25) The Circuit and District Courts in Wicomico County;
 - (26) The Circuit and District Courts in Worcester County;

- (27) The District Court Headquarters; and
 - (28) The Administrative Office of the Courts.
- (b) The State Court Administrator is hereby designated as Records Officer for the following judicial units:
- (1) Attorney Grievance Commission;
 - (2) Board of Law Examiners;
 - (3) Client Protection Fund;
 - (4) Commission on Judicial Disabilities;
 - (5) Maryland State Law Library; and
 - (6) The Standing Committee on Rules of Practice and Procedure.
- (c) The designated Public Officials in each of the courts, judicial offices, and judicial units shall continue to be responsible for adherence to the Judiciary Records Retention and Disposal Schedule, including the submission of a Records Inventory and other documents required for review by the Records Officer.

/s/ Mary Ellen Barbera
Mary Ellen Barbera
Chief Judge
Court of Appeals of Maryland

Filed: September 29, 2017

/s/ Bessie M. Decker
Bessie M. Decker
Clerk
Court of Appeals of Maryland