



MEMORANDUM

TO: MLDS Governing Board
FROM: Ross Goldstein
DATE: August 21, 2017
SUBJECT: Development of Data Retention and Disposal Plan

Purpose

The purpose of this agenda item is to update the MLDS Governing Board on the Center's development of a data retention and disposal plan.

Background

Each of the Memoranda of Understanding between the Center and the partner agencies specify that certain data must be destroyed or removed 20 years after the day the data were received. In addition, State law requires agencies to develop a program to efficiently manage its records. This includes the establishment of a records retention and disposition schedule. To meet both requirements, staff has begun drafting procedures for data removal and a records retention policy to be filed with the State Archives pursuant to State Government Article, § 10-608-611, Annotated Code of Maryland.

Process

- Additional internal review with Center staff
- Review with Research and Policy Advisory Board
- Review with Data Governance Advisory Board
- Incorporation of feedback from Advisory Boards and other stakeholders
- Present to the Governing Board for review

Action

Informational only