

**CITY OF TANEYTOWN
RESOLUTION NO. 2023-18**

RESOLUTION DESIGNATING A CUSTODIAN OF PUBLIC RECORDS

WHEREAS, Title 4 of the General Provisions Article of the Maryland Annotated Code – Public Information Act contains various requirements related to the retention and release of information; and

WHEREAS, the role central to this process is the “Custodian” of public records; and

WHEREAS, the statute defines Custodian as (1) the official custodian; or (2) any other authorized individual who has physical custody and control of a public record; and

WHEREAS, Section C-606 of the Charter of the City of Taneytown states that the duty of the City Clerk is to serve as the record manager for all City files and records.;

WHEREAS, to clarify any confusion that may exist, the Mayor and City Council wish to officially designate the City Clerk as the Custodian of Public Records under the terms of the Public Information Act.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TANEYTOWN that:

1. The City Clerk, shall be the Custodian of Public Records for the City of Taneytown under the terms of the Maryland Public Information Act.

INTRODUCED THIS 8 DAY OF November, 2023

Clara Kalman
CLARA KALMAN, CITY CLERK

PASSED THIS 13 DAY OF November, 2023 BY A VOTE OF
5 COUNCILMEMBERS IN FAVOR AND 0
COUNCILMEMBERS OPPOSED.

Clara Kalman
CLARA KALMAN, CITY CLERK

APPROVED THIS 20 DAY OF November, 2023.

Christopher G. Miller
CHRISTOPHER G. MILLER, MAYOR

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
THIS 18 DAY OF March, 2023. 2024

BY: [Signature]
CITY ATTORNEY