

1-204. USE OF APPROVED FORMS REQUIRED.

A DEPARTMENT OR INDEPENDENT UNIT MAY USE ONLY THE FORMS THAT ARE LISTED ON ITS REGISTER OF APPROVED FORMS.

1-205. ANNUAL REPORT.

(A) UNITS.

ON OR BEFORE JULY 31 OF EACH YEAR, EACH DEPARTMENT OR INDEPENDENT UNIT SHALL SUBMIT TO THE DIVISION AN ANNUAL REPORT ON ITS ACTIVITIES AS TO THE MANAGEMENT OF ITS FORMS DURING THE PREVIOUS FISCAL YEAR.

(B) DIVISION.

ON OR BEFORE SEPTEMBER 1 OF EACH YEAR, THE DIVISION SHALL SUBMIT TO THE JOINT BUDGET AND AUDIT COMMITTEE AN ANNUAL REPORT THAT CONSOLIDATES THE REPORTS OF THE DEPARTMENTS AND INDEPENDENT UNITS.

SUBTITLE 3. RECORDS MANAGEMENT.

1-301. DEFINITIONS.

(A) IN GENERAL.

IN THIS SUBTITLE THE FOLLOWING WORDS HAVE THE MEANINGS INDICATED.

(B) DIVISION.

"DIVISION" MEANS THE RECORDS MANAGEMENT DIVISION OF THE DEPARTMENT OF GENERAL SERVICES.

(C) PROGRAM.

"PROGRAM" MEANS A PROGRAM FOR THE MANAGEMENT OF THE RECORDS OF A UNIT OF THE STATE GOVERNMENT.

1-302. REGULATIONS.

THE DIVISION AND THE STATE ARCHIVIST JOINTLY SHALL ADOPT REGULATIONS TO:

- (1) DEFINE THE CHARACTER OF RECORDS OF ARCHIVAL QUALITY;
- (2) DETERMINE THE QUANTITY OF THOSE RECORDS;
- (3) SET STANDARDS FOR THE DEVELOPMENT OF RECORD RETENTION AND DISPOSAL SCHEDULES; AND