

including the establishment and/or revision of record retention schedules, in order to insure prompt and orderly disposal of records not required by the operations of the agency." If, acting pursuant to this provision, your agency determines that cancelled checks over fifteen years of age should be destroyed, there would be no legal objection to this determination, provided that the decision be approved by the Hall of Records Commission (as it apparently has been), and by the Board of Public Works, as required by Section 180.

Very truly yours,

JOHN MARTIN JONES, JR.  
*Asst. Attorney General.*

JMJ:MH

October 19, 1959

Hon. Meyer M. Cardin  
*Chairman*  
Workmen's Compensation Comm.  
Equitable Bldg.  
Baltimore 2, Md.

Dear Mr. Cardin:

You have asked our opinion as to whether all records of the Workmen's Compensation Commission must be preserved indefinitely under Article 101, Section 7, Annotated Code of Maryland (1957 Ed.), or whether the Commission may at its discretion dispose of any and all records which are no longer necessary for its operation.

We are of the opinion that you are authorized to destroy all records which in your opinion are no longer of any value, provided:

1. The Commission establishes a definite program for the disposal of records no longer required for its operations;
2. The program thus established is approved by both the Hall of Records Commission and the Board of Public Works;