

- (1) the unit keeps; and
- (2) the person in interest is authorized to inspect.

10-636.

(A) In this Part V of this subtitle[,] THE FOLLOWING WORDS HAVE THE MEANINGS INDICATED.

(B) "Commission" means the State Hall of Records Commission.

(C) "PUBLIC OFFICIAL" INCLUDES AN OFFICIAL OF THE STATE OR A COUNTY, CITY, OR TOWN IN THE STATE.

10-638.

(a) [An] A PUBLIC official [of the State government] may offer to the Commission any public record of the PUBLIC official that no longer is used, such as:

- (1) an original paper;
- (2) a book;
- (3) a file;

(4) a record of a court of record for which an accurate transcript is in use; or

(5) a record that relates to the internal management of or otherwise is a housekeeping record for an office of a clerk of court or register of wills.

(b) (1) With the written approval of the Commission, [an] A PUBLIC official may destroy the record that the PUBLIC official offers under this section, but the Commission declines to accept.

(2) After records are destroyed, the PUBLIC official shall send to the Commission:

- (i) a list of the records that were destroyed;
- and
- (ii) a certificate of destruction.

(3) The State Archivist shall keep each list of the records destroyed under this subsection. The list shall be available for public inspection at reasonable times.

10-639.

(a) [An] A PUBLIC official [of the State government] may offer to the Commission or may destroy any of the following materials that the PUBLIC official no longer needs: