

**MAYOR AND COMMISSIONERS OF THE TOWN OF PERRYVILLE**

**RESOLUTION NO. 2022-06**

**A RESOLUTION DESIGNATING CERTAIN OFFICIAL CUSTODIANS AND PHYSICAL CUSTODIANS OF TOWN RECORDS**

EXPLANATORY STATEMENT: Neither the Town Charter nor Town Code designates official custodians and physical custodians of Town records. Nor have such custodians been designated by action of the Mayor and Commissioners. According to the Maryland Public Information Act the official custodian is the official or employee responsible for keeping a public record, regardless of whether the officer or employee has physical custody and control of the public record. This is distinguished from the physical custodian who is the official or employee who has possession of public records. To avoid uncertainty as to custodians of the records of the Town of Perryville, the Mayor and Commissioners deem it advisable to formally designate the official custodians and physical custodians of different types of public records.

Now, therefore,

BE IT RESOLVED BY THE MAYOR AND COMMISSIONERS OF THE TOWN OF PERRYVILLE that the Mayor and Commissioners hereby designate the Town Administrator as the official custodian of all Town of Perryville records except for the records of the Perryville Police Department. The Chief of the Perryville Police Department shall be the official custodian of the records of the Police Department; and


BE IT FURTHER RESOLVED that the following officials and employees of the Town of Perryville shall be the physical custodians of Town records as noted below:

1. Financial records – Finance Director.
2. Water and wastewater records – Water and Wastewater Superintendent.
3. Planning and zoning, land development and economic development records – Director of Planning and Zoning.
4. Police records – Police Department secretary.
5. All other Town records – Town Clerk.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

READ AND PASSED THIS 5<sup>th</sup> day of April, 2022.

ATTEST:

  
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Jackie Sample, Town Clerk

MAYOR AND COMMISSIONERS OF  
THE TOWN OF PERRYVILLE

  
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Matt Roath, Mayor