

Department of Legislative Services  
Maryland General Assembly  
2025 Session

**FISCAL AND POLICY NOTE**  
**Third Reader - Revised**

Senate Bill 260

(Chair, Education, Energy, and the Environment  
Committee)(By Request - Departmental - General  
Services)

Education, Energy, and the Environment

Health and Government Operations

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**State Government - Forms - Reporting Requirement - Repeal**

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This departmental bill repeals the requirement that, by July 31 of each year, each department or independent unit of State government must submit to the Records Management Division (RMD) of the Department of General Services (DGS) an annual report on its management of its forms during the previous fiscal year. **The bill takes effect July 1, 2025.**

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**Fiscal Summary**

**State Effect:** The bill is not anticipated to materially affect State operations or finances.

**Local Effect:** None.

**Small Business Effect:** DGS has determined that this bill has minimal or no impact on small business (attached). The Department of Legislative Services concurs with this assessment. (The attached assessment does not reflect amendments to the bill.)

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**Analysis**

**Current Law/Background:**

*Records Management Division – Generally*

RMD is responsible for (1) inspecting the records of the units of State government; (2) studying the records management practices of units of State government; (3) reviewing

a proposal to buy or rent equipment, storage space, or services for records, and making recommendations about the proposal to the Department of Budget and Management or the Board of Public Works; (4) reporting, for each specified five-year period, a series analysis of the character and quantity of records that a unit of State government holds and that an official of the State government or the head of a unit is required or permitted to offer to Maryland State Archives; and (5) otherwise furthering the records management programs of each unit of State government.

### *Forms Management*

Title 10, Subtitle 6, Part I of the State Government Article (“Forms Management”), defines a “form” as a document that has a standard format for the systematic and repetitive collection, maintenance, or transmission of information. It establishes the information that must be included on forms utilized by each department and each independent unit of State government. Generally, the head of each department and independent unit must designate a forms management officer for that unit, and the officer must keep a current plan for the management of the forms that the unit uses, administer the plan, and submit the plan (including each revision) to RMD. Statute specifies what must be included in the plan, including a register of the forms that the forms management officer approves.

### *Annual Report on Forms Management*

A department or independent unit of State government may use only the forms that are listed on its register of approved forms. By July 31 of each year, each department or independent unit must submit to RMD an annual report on its activities as to the management of its forms during the previous fiscal year.

DGS advises that [Chapters 47](#) and 48 of 2023 repealed the requirement that RMD submit an annual report to the General Assembly that consolidates the submitted forms management reports by each department and independent unit that DGS receives. However, the Acts did not repeal the requirement that each department or independent unit submit an annual report on its form management to RMD. DGS advises that the bill will bring conformity with the removal of the remaining reporting requirement, reduce unnecessary labor at State agencies, and reduce the production and storage of unnecessary government records.

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## **Additional Information**

**Recent Prior Introductions:** Similar legislation has not been introduced within the last three years.

**Designated Cross File:** HB 276 (Chair, Health and Government Operations Committee)(By Request - Departmental - General Services) - Health and Government Operations.

**Information Source(s):** Accountability and Implementation Board; Department of Commerce; Department of General Services; Department of Housing and Community Development; Department of Human Services; Department of Natural Resources; Department of Public Safety and Correctional Services; Maryland Cannabis Administration; Maryland Department of Agriculture; Maryland Department of Emergency Management; Maryland Department of Health; Maryland Department of Labor; Maryland Department of Transportation; Maryland Energy Administration; Maryland Insurance Administration; Maryland State Archives; Maryland State Department of Education; Maryland State Board of Elections; Maryland Department of the Environment; Maryland State Lottery and Gaming Control Agency; Office of Administrative Hearings; Public Service Commission; State Ethics Commission; State Retirement Agency; Department of Legislative Services

**Fiscal Note History:** First Reader - January 15, 2025  
rh/mcr Third Reader - March 13, 2025  
Revised - Amendment(s) - March 13, 2025

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## **ANALYSIS OF ECONOMIC IMPACT ON SMALL BUSINESSES**

**TITLE OF BILL:** State Government - Forms - Reporting Requirement - Repeal

**BILL NUMBER:** SB 260

**PREPARED BY:** Christian Skipper

### **PART A. ECONOMIC IMPACT RATING**

This agency estimates that the proposed bill:

**X WILL HAVE MINIMAL OR NO ECONOMIC IMPACT ON MARYLAND  
SMALL BUSINESS**

**OR**

**\_\_\_ WILL HAVE MEANINGFUL ECONOMIC IMPACT ON MARYLAND  
SMALL BUSINESSES**

### **PART B. ECONOMIC IMPACT ANALYSIS**

This bill is anticipated to have minimal or no economic impact on Maryland small business, because it only removes a reporting requirement from Maryland State agencies.