



Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

July 25, 2022

The Honorable Calvin S. Hawkins, II
Chair
Prince George's County Council
County Administration Building
Upper Marlboro, Maryland 20772

Dear Chair Hawkins:

Enclosed for the County Council's consideration is legislation to amend specific sections of Subtitle 16 of the Prince George's County Personnel Law to align with new proposed administrative procedures relating to personnel records. These amendments will update the Personnel Law to reflect the current and future state of personnel record management within the County. They will also clarify practices around what records Appointing Authorities may collect regarding their employees outside the Official Personnel Record.

The Office of Human Resources Management has determined that the portions of the County's records management protocols, specific to personnel records, need to be updated to correspond with the County's shift towards digitizing personnel records. Additionally, the administrative procedure that sets forth the details of personnel file management is being revised and requires amendment of specific sections of the County Personnel Law to align with the objectives.

The Council's favorable consideration of this legislation is greatly appreciated. If you have any questions or concerns, please do not hesitate to contact my office or Shawn Y. Stokes, Director of Human Resources Management at (301) 883-6344.

Sincerely,

Angela D. Alsobrooks
County Executive

Enclosures