

# **Comptroller Response**

**Case # 21-0013-I**

COMPTROLLER

JOAN M. PRATT, CPA  
Room 204, City Hall  
Baltimore, Maryland 21202-3461



OFFICE OF THE COMPTROLLER

Department of Audits  
Department of Real Estate  
Municipal Post Office  
Municipal Telephone Exchange  
Harbor Master

October 19, 2020

Isabel Mercedes Cumming  
Office of the Inspector General  
City Hall, Room 635  
100 North Holliday Street  
Baltimore, Maryland 21202

**RE: *OIG Case # 21-0013-1***

Dear Ms. Cumming:

Thank you for sending me the Report of Investigation relating to *OIG Case# 21-0013-1* for my response. After review of the report, the following was distributed to all agency heads within the Office of the Comptroller, as well as to staff in the Executive Office:

1. The Mayor's Office directive emailed by Hosea Chew on February 19, 2020 (including a copy of the sign displayed in the City Hall vestibule);
2. The Records Retention Letter from Acting City Solicitor issued June 30, 2020; and,
3. The Baltimore City Archivist retention schedule for the Office of the Comptroller and the city Record Retention Schedule.

I instructed the agency heads within the Office of the Comptroller to provide a copy of each of the documents listed above to all staff, review them with staff and assure that staff understand they are required to comply. Staff members who have questions should contact the agency head or myself.

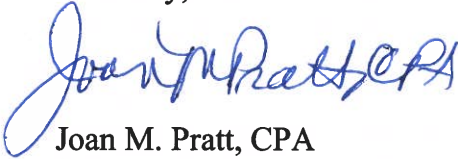
The staff in the Executive Office have similarly been informed of the requirement to comply with the above-listed documents numbered 1, 2 and 3. On October 19, 2020, I confirmed with agency heads that all staff have received the documents listed above and are informed of the requirements and that compliance is mandatory.

*Isabel Cumming*  
*Office of the Inspector General*  
*Retention Policy*  
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I concur with the recommendations that the Records Retention Schedule be redistributed to all Baltimore City government agencies. I further recommend that the Records Retention Schedule be reviewed by the appropriate city agencies and departments to determine whether the Schedule needs to be updated consistent with current city operations.

Please do not hesitate to contact my office as needed.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Pratt, CPA". The signature is written in a cursive style with a large initial "J".

Joan M. Pratt, CPA  
Comptroller

JMP/l dj

cc: Michelle Phillips