

DEPARTMENT OF GENERAL SERVICES

GEORGE R. LEWIS, *Secretary of General Services*

J. MAX MILLSTONE, *Deputy Secretary*

ALLAN S. LEVY, *General Counsel*

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The Department of General Services is a consolidation of the duties and functions previously performed and exercised by the Department of Public Improvements, the Board of Architectural Review, the Office of the Superintendent of Baltimore Public Buildings and Grounds, the Hall of Records Commission; the War Memorial Commission; the Washington Cemetery Board of Trustees; the Commission on Artistic Property and the Purchasing Bureau. The Department has been organized into three functional offices: Office of the Secretary (Administration), Office of Engineering and Construction, and Office of Central Services. The Act which created the Department of General Services abolished the Department of Public Improvements and transferred its functions to it. The Act also abolished the Bureau of Control Surveys and Maps and transferred the functions to the Department, even though since 1960 the Bureau had functioned as a part of the Bureau of Location and Surveys, State Highway Administration (Code 1957, 1971 Repl. Vol., 1975 Supp., Art. 41, secs. 231D and 231E).

OFFICE OF THE SECRETARY (ADMINISTRATION)

Jerome W. Klasmeier, *Assistant Secretary
for Operations*

301 W. Preston Street,
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The Secretary advises the Board of Public Works and other State agencies on all matters of engineering, surveys, plans, specifications and contracts for public improvements that may come before the Board or in which a State agency may be interested. The Secretary selects and appoints architects and engineers subject to approval of the Board of Public Works; he reviews and makes recommendations to the Board of Public Works on all contracts for the expenditure of sums appropriated for the acquisition of land, buildings, equipment, new construction, commercial leases and other capital expenditures, except in connection with State roads, bridges and highways.

ADMINISTRATIVE AND FISCAL SERVICES

*Vacancy, Director of
Administrative and Fiscal Services*

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The Director of Administrative and Fiscal Services is responsible for general overall administrative coordination in the Department of General Services. This office distributes plans and specifications to bidders for all State building construction and purchasing. It also receives and tabulates bids and furnishes the results to the Board of Public Works with the Secretary's recommendations. The office contracts with all successful bidders and maintains cost records and accounting data on all bond issue funds. Administrative staff support is provided by this office in the areas of budget, finance, contract awards, personnel, legal counsel and management service to all line programs in the Department (Code 1957, 1971 Repl. Vol., 1975 Supp., Art. 41, secs. 231-231M).

Staff: 1975, 45; 1976, 46; 1977, 46.

BOARD OF ARCHITECTURAL REVIEW

Edwin F. Ball, *Chairman*

Mark Beck, Robert L. Ellis, Anthony N. Johns, Jr., Francis M. Leahy, N. David O'Malley, Van Fossen Schwab

The Board of Architectural Review, established by Chapter 80, Acts of 1949, consists of seven members appointed for