

system, a book of this kind, regardless of the mode of composition, is bound to contain inaccurate, incomplete, and out-of-date information. The compilers have done everything possible to ensure that the information contained in the volume is correct, and in particular an effort was made to secure addresses and telephone numbers so that even if specific individuals have left State service assistance from a particular agency or department may be obtained. Still, what appears hereafter is in large part a reflection of the quality of copy submitted to us.

This edition of the *Maryland Manual* was published somewhat later in the year than is usual because of the desire to include appointments submitted to the Senate by the Governor. We had the technical ability because of the in-house text editing system to make these last-minute additions to the *Manual* text, but some agencies and departments specifically requested that nominees pending confirmation not be included. In other instances positions remained vacant at the time we were required to go to press—most notably in the case of the Secretary of the Department of Economic and Community Development. Readers of the volume should be aware that the final dates for inclusion of material in this edition of the *Maryland Manual* were February 1, 1979, for departmental and agency descriptions, and March 1, 1979, for individuals mentioned in the text.

Because we are heavily dependent upon users of the *Maryland Manual* for corrections and improvements for future editions, we urge those who have suggestions or comments to contact us in care of the *Maryland Manual*, P. O. Box 828, Annapolis, Maryland 21404. We also maintain current information on all departments and agencies included in the *Manual*, and beginning this year we have established a special telephone number to provide reference assistance to persons needing information not available in the current edition of the *Manual*. The *Maryland Manual* information number is 269-3917, or for telephones in the State system, Marcom 224-3917.

Observant readers of this edition of the *Maryland Manual* will note an effort to simplify and standardize references to the *Annotated Code of Maryland*. Code references are shortened and all references are to the latest available supplement to the 1957 edition of the *Code*, or in the case of those subject areas that have been incorporated into the revised edition of the *Code* now in progress, to the respective volume and section in that series.

More than in the compilation of virtually any other type of book, the compilers of a manual such as this are indebted to a host of individuals, most of whom because of space limitations, lapsed memory, or unintentional oversight are not formally acknowledged. We would, however, like to specifically mention the assistance of F. Carvel Payne, Director of the State Department of Legislative Reference, and members of his staff, especially Renee Robertson, for help on the State Constitution, for the essays on the General Assembly sessions of 1977 and 1978, and for useful suggestions on the General Assembly section as a whole. William J. Jabine of the Department of Natural Resources is responsible for "Maryland At A Glance," and the Maryland Municipal League provided information on cities and towns in Maryland. Louise Keelty and Gayle H. Pshyk of the Governor's Appointments Office and Margaret W. Lee, Chief Clerk in the Executive Department, also rendered valuable aid, as did Bruce Bereano, formerly on the staff of the President of the Senate, and William H. Adkins II, State Court Administrator. William S. Ratchford, Director of the Department of Fiscal Services, and R. Lee Benson, Director of the Division of Research, Department of Fiscal Services, provided invaluable assistance in compiling material on the General Assembly and various legislative committees and agencies. Willard A. Morris and his staff at the State Board of Election Laws provided the data on election statistics that appears in this *Manual*. Anna Sakers and Ginger Lambros of the General Assembly Mail Room kept us informed of address changes. Of the many county and local administrators who contributed to the volume, we would particularly like to thank Bernard F. Murphy, Director of the Baltimore City Department of Legislative Reference, and Leigh Sands, Clerk of the Caroline County Board of Commissioners.

The key to successfully automating this edition of the *Maryland Manual*, with the attendant savings in cost and time, was an efficient and accurate keyboarder to enter the raw data, replete with both typesetting codes unfamiliar to most typists and barely intelligible interlinear corrections and additions, all too familiar to every typist. In this respect we were blessed with Frances A. Radovich, who mastered the text-editing system quickly and produced virtually error-free copy for the entire text of the *Manual*. We were also fortunate to have Jane Morris Drupieski and Stephanie H. Tooles, who prepared mailing lists, typed letters of inquiry, worked on the index, and performed a variety of other