

erally independent of one another and are necessary for the effective operation of State agencies. The Office is organized into divisions according to functional responsibility: Purchasing Bureau, Telecommunications, Printing and Publication, Inventory Management, and the Hall of Records Commission, which includes the State Archives and the Records Management Division.

## PURCHASING BUREAU

James F. Mann, *Chief*

301 West Preston Street  
Baltimore 21201 Telephone: 383-3644

The Purchasing Bureau is responsible for the procurement of all materials, supplies, and equipment used by State agencies. The Bureau annually purchases commodities ranging from office supplies to medicines and food stuffs. Total purchases annually exceed \$135 million.

State agencies must submit requisitions to the Bureau for all purchases, except those costing less than \$1,000 or those designated exempt commodities. The requisition identifies both the commodity and quantity requested. The commodity may be supplied by 1) drawing it from the State warehouse in Waterloo, 2) ordering it through an open-ended contract that has been developed by the Bureau, 3) bidding the commodity through the Bureau as an individual requirement, or 4) ordering it as part of the Bureau's scheduled purchase program. Emergency procurements can also be made by an agency whenever the purchase is necessary to preserve human life or State property.

## TELECOMMUNICATIONS DIVISION

Lawrance H. Mitchell, *Telecommunications Coordinator*

301 West Preston Street  
Baltimore 21201 Telephone: 383-4493

This Division is responsible for meeting the needs of State agencies for voice, teletype, radio, and other communication-related services. The Division's activities also include the management of the State's telephone system, MARCOM (Maryland Communications and Information System). The Division controls no funds other than those required for its own operation. While the Division provides advice, assistance, and recommendations to other State agencies, it has no authority to direct their telecommunication activities.

## PRINTING AND PUBLICATION DIVISION

Kenneth B. Webster, *Manager*

301 West Preston Street  
Baltimore 21201 Telephone: 383-3261

This Division is responsible for operating two reproduction centers, including graphic art services and commercial printing and equipment. The Division advises and assists State agencies in matters relating to their in-house duplicating, graphic communication formats, materials, and production methods to ensure quality reproduction at the lowest possible costs. The Division also operates both a typewriter repair service for State agencies located in the Baltimore metropolitan area and a mail/courier service for State agencies located within the Baltimore and Annapolis areas.

## INVENTORY MANAGEMENT DIVISION

William T. Robel, *Manager*

301 West Preston Street  
Baltimore 21201 Telephone: 383-7422

This Division was authorized by the 1977 General Assembly to provide efficient use of the capital invested in statewide inventories. The Division plans and controls inventories of materials, supplies, and foodstuffs. It establishes investment standards and controls for individual agencies to minimize the capital needed to satisfy their inventory requirements. The Division issues policies, regulations, and guidelines and provides technical assistance to State agencies on all matters involving controls, planning, storage, and distribution of inventories. The Division also manages the physical inventory and personal property disposal programs.

## HALL OF RECORDS COMMISSION

*Chairperson:* Robert C. Murphy, *Chief Judge, Court of Appeals of Maryland*

Louis L. Goldstein, *Comptroller of the Treasury*; William S. James, *State Treasurer*; J. Max Millstone, *Secretary of General Services*; Frank H. Weller, Jr., *President, Maryland Historical Society*; Steven Muller, *President, The Johns Hopkins University*; John S. Toll, *President, University of Maryland*; Edwin J. Delattre, *President, St. John's College*; Julian L. Lapidés, *State Senate*; Anne Scarlett Perkins, *House of Delegates*

*Secretary:* Dr. Edward C. Papenfuse, *State Archivist, Archives Division*