

The Waste Management Administration provides for the safe collection and disposal of solid wastes, the regulation and inspection of industrial wastewater treatment facilities, and the control of transportation, storage, and disposal of hazardous substances. It issues permits required for the discharge of industrial wastes and the disposal of designated hazardous substances in order to limit the quantity and quality of such discharges. It administers the Resource Conservation and Recovery Planning Act and conducts inspections to assure compliance with the conditions of permits, certifications, and licenses that have been issued and the investigation of reported water and related pollution violations.

ASSISTANT SECRETARY FOR ADMINISTRATION

John J. Kent, Jr., *Assistant Secretary*

201 W. Preston Street
Baltimore 21201 Telephone: 383-5520

The Assistant Secretary for Administration provides leadership, motivation, and guidance toward improving the management capability of the Department of Health and Mental Hygiene. Included in the Assistant Secretariat are the Fiscal Services, Manpower Resources, General Administrative Services, and Information Systems Administrations, as well as the offices of Planning and Management Analysis.

The Assistant Secretary performs an essential staff role by assisting the Secretary and Deputy Secretary in general policy and program development and in addressing matters that involve other State agencies, the legislature, the gubernatorial staff, and the federal government. The Assistant Secretary plans, organizes, directs, coordinates, and evaluates a wide range of professional, technical, and administrative services in support of the Department's mission. Goals and objectives are established and pursued in order to contribute to a timely, responsive health delivery system. The Assistant Secretary provides department-wide support services in planning, budgeting, expenditure control, personnel management, data processing, staff training, grants administration, and capital construction.

FISCAL SERVICES ADMINISTRATION

Harry G. Beck, Jr., *Director*

201 W. Preston Street
Baltimore 21201 Telephone: 383-2841

This Administration is responsible for planning, organizing, and directing the activities of

the divisions of Budget Formulation, General Accounting, Auditing, Grants Administration, and Cost Accounting. The director and staff within this administration analyze and provide all necessary fiscal, budget, and accounting services for a statewide operation of ten major program administrations and twenty-seven health care and juvenile facilities. The development of department-wide systems, policies, and procedures for fiscal management is performed in coordination with various regulatory/control agencies, the legislature, and the federal government.

INFORMATION SYSTEMS ADMINISTRATION

John J. Cahill, *Director*

201 W. Preston Street
Baltimore 21201 Telephone: 383-2840

This Administration is responsible for planning, organizing, and directing the activities of the divisions of Data Processing, Health Statistics, and Vital Records. The director and staff within this administration provide highly technical support services, such as health data collection, statistical analysis, computer programming, and data processing. These services are provided to the entire department, the general public, and other agencies, and are statewide in scope. The collection and analysis of health information are critical to effective management and delivery of public health needs.

Division of Vital Records

201 W. Preston Street
Baltimore 21201 Telephone: 383-2671

This division within the Information Systems Administration provides direct services to the public. All births, deaths, marriages, and divorces that occur in the State are registered. Copies of birth, death, and marriage records are issued to authorized persons for a fee of \$2.00 per copy (checks to be made payable to the Department of Health and Mental Hygiene).

The Division has birth and death records for Baltimore City from January 1, 1875, and for the twenty-three counties of Maryland from August 1898. State marriage registration began on June 1, 1951, and divorce registration began in June 1961. For marriages prior to June 1951 and for divorces, regardless of the year, copies may be obtained from the clerk of the Circuit Court in the county where the marriage or divorce occurred.