

- 6. identify and preserve Division records worthy of long-term or permanent preservation.

This Committee made an interim report near the end of the fiscal year, recommending the implementation of a microfilm program for the source documents of the Division and suggesting that further study be given to the development of an integrated records program. The final report of the Committee will be made during the coming year and is expected to recommend that the Gasoline Tax Division establish an information center to provide instant access to all the records of the Division, regardless of form or location. This center will effectively combine sophisticated microfilm, computer, telephone, and teletype systems into an integrated program for records use and control.

The mechanization of documentation will continue, and techniques such as those outlined above must be developed through the cooperative efforts of several disciplines, so that effective records programs can be created. Such programs must maintain a minimum of records yet provide adequate documentation of valid historical information. Perhaps the answer lies in sufficient technological development in miniaturization which will permit permanent retention of all documentation.

RECORDS MANAGEMENT STATISTICS FOR FISCAL YEAR 1967

Records Retention Schedules established or revised for	
State agencies	14
Records Retention Schedules established for County,	
Bi-County, and Municipal agencies	11
Total number of record series	
controlled by the above	258
Records transferred to Record Centers	3,164 cu. ft.
Requests for records or information from records in	
Record Centers	4,904
Records destroyed	10,841 cu. ft.
Records problems of Clerks of Courts and Registers of	
Wills referred by the Comptroller	30
Microfilm images exposed and inspected by	
staff (35mm)	36,000
Microfilm images received and inspected (35mm)	289,000
Microfilm images received and inspected (16mm)	3,845,089**
Cash receipts for waste paper	\$2,939.30

**542,248 of the 3,845,089 microfilm images exposed and inspected represent patients' medical records filmed as a special project for the University of Maryland Hospital.