

RECORDS MANAGEMENT STATISTICS

Records Retention Schedules established or revised for State Agencies	11
Records Retention Schedules established for County, Bi-County and Municipal Agencies	17
Total number of records series controlled by the above schedules	171
Records problems of Clerks of the Court and Register of Wills, referred by the Comptroller	28
Records transferred to Record Center (cubic feet)	4,539
Requests for records of information from records in the Record Center	3,955
Records destroyed (cubic feet)	14,159
Computer Output Microfilm images converted from magnetic tape to film	2,267,399
Computer Output Microfilm reels duplicated and packaged (100 foot reels)	5,902
Microfilm reels developed (100 foot reels)	2,029
Microfilm images exposed and inspected (16mm)	2,371,028*
Microfilm images exposed and inspected (Engineering drawing 35mm)	5,542
Microfilm images received and inspected (16mm)	906,000
Microfilm images received and inspected (35mm)	198,000

* 1,303,244 of the 2,371,028 microfilm images exposed and inspected represents patients' medical records filmed as a special project for the Univeristy of Maryland Hospital. These records are filmed under our supervision at the Annapolis Records Center. However, the hospital provided the necessary funds for personnel, microfilm and rental equipment.