

information. Finally, the Division, coordinates the Division's activities with the State Use Industries in license tag production and distribution.

Division of Audits and Accounts

This Division institutes proper accounting and auditing procedures so that the Department can maintain effective internal control over all its operations. The Division is also responsible for the coordination of budget requests from the various Division directors. It works closely with the Commissioner and the members of his executive staff in the preparation of the Department's annual budget.

Because much of the revenue collected by the Trial Magistrates and the Judges of the People's Courts throughout the State is derived from fines and costs of traffic violations, auditors for the Division work closely with members of the Courts of Limited Jurisdiction and their staffs in establishing effective accounting and bookkeeping systems within their courts and in auditing their records periodically. There are more than 520 sources of revenue to the State from courts, sheriffs' offices and the offices of local State's Attorneys which is accounted for in large measure by auditors of the Department of Motor Vehicles.

The Division of Audits and Accounts also develops and distributes the Maryland Uniform Arrest Ticket. This ticket not only eliminates, in large measure, the use of different type arrest tickets by various agencies, but it also permits the Department to locate outstanding tickets rapidly for the quick identification of unsafe drivers and the proper accounting of State revenue.

Division of Data Processing

The Division of Data Processing captures and stores all records which deal with driver licenses and driver records, vehicle registration, Uniform Arrest Ticket accountability as well as that relating to other programs administered by the Department.

The replacement of manual filing systems by a computerized one which requires less space offers the Department greater security for its records as well as quick access to information that is never out of file. In addition to improved recordkeeping, the development of a data processing system provided the Department with an excellent tool with which to conduct research and to test the effectiveness of existing programs. This will also facilitate coordination with various Federal and State agencies in the development of a national highway safety program.

Division of Administration

The Division of Administration maintains the Department's physical plant and equipment. The Division also operates the communications room on a twenty-four hour, seven day a week basis. Personnel who operate the room are in constant contact with law enforcement agencies throughout the State and furnish them with a continuous flow of information about driver licenses and driver and vehicle registration records.

The Division's Personnel Office interviews and screens applicants for positions with the Department. It also secures temporary employees to cope with increased workloads periodically caused by registration and other procedures.

The Division also maintains a print shop where many of the scores of forms used by the various Divisions of the Department and law enforcement agencies are printed. It also operates a telephone answering service to handle the thousands of calls received at the Depart-