

Fiscal Operations has the responsibility for accounting, auditing, and budget preparation. The Division of General Services is concerned with mail, duplicating and addressing services, fleet management, and the purchase of supplies and equipment.

The Bureau of Manpower Development is concerned with health manpower analysis, the development of new sub-professional work categories, career development, and training and education policies.

The Bureau of Analysis and Records includes four divisions. The Division of Data Processing plans and develops systems for obtaining management information and special data. The Division of Vital Records issues birth and death certificates and maintains liaison with local and Federal vital records authorities. The Division of Biostatistics analyzes, correlates, and interprets statistics on births, deaths, marriages, and divorces. This Division also estimates population trends and provides consultative service. The Division of Management Analysis analyzes health economic factors, and recommends and coordinates planning procedures.

**Laboratories**

The Bureau of Laboratories is responsible to the Commissioner through the office of the Deputy Commissioner. The Bureau recommends minimum standards and qualifications for the licensing of laboratories which make examinations for the diagnosis and control of human diseases. It also performs periodic inspection of laboratories to assure compliance with rules and regulations. All laboratories operating within or accepting material for examination from the State of Maryland except those maintained in physicians' offices for their private use, must be licensed by the State Board of Health and Mental Hygiene.

The Bureau performs a wide variety of examinations to assist physicians and health officers in the diagnosis, prevention, and control of disease, and in connection with the enforcement of pure food and drug laws.

The Bureau consists of the Divisions of Administrative Services, Environmental Chemistry, Microbiology, Virology, Biochemistry, Clinical Laboratory Services, and Certification and Field Services. In addition to the Central Laboratory in Baltimore, there are ten branch laboratories throughout the State. These are located in Annapolis, Baltimore City, Cambridge, Cheverly, Cumberland, Easton, Elkton, Frederick, Rockville, and Salisbury.

	Appropriations—1969			
	General Funds	Special Funds	Federal Funds	Total
Administration & Supporting Services.....	\$ 4,650,256	.....	\$ 80,695	\$ 4,730,951
Community Health Services .....	10,514,072	\$ 5,244,737	1,837,062	17,595,871
Environmental Health Services .....	1,407,072	.....	355,744	1,763,700
Medical Care Services...	57,077,126	3,215,618	4,451,918	64,738,662
Chronic Disease Hospitals .....	7,353,308	.....	.....	7,353,308
Tuberculosis Hospitals...	3,345,068	.....	.....	3,345,068

Totals.....\$84,341,068 \$ 8,460,355 \$ 6,725,419 \$99,527,560  
 (These figures do not include direct local expenditures (unappropriated) in the amount of \$8,812,653)  
 Staff (not including local health operations and individual hospitals): 885.