

DEPARTMENT OF GENERAL SERVICES

George R. Lewis, Secretary of General Services

William A. Badger, Deputy Secretary
 J. Max Millstone, Director of Administration
 Keith A. Kelly, Director of Design and Construction
Vacancy, Director of Plant Management
 Robin J. Zee, Director of Central Services
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The Department of General Services was created by Chapter 97 of the Acts of 1970 and became operational on August 1, 1970. The head of the Department is the Secretary of General Services, who is appointed by the Governor with the advice and consent of the Senate. The Secretary serves at the pleasure of the Governor, and is directly responsible to the Governor. The Deputy Secretary is appointed by the Secretary with the approval of the Governor and serves at the pleasure of the Secretary. All staff assistants in the Secretary's Office in charge of particular areas of responsibility serve at the pleasure of the Secretary.

The Department of General Services is a consolidation of the duties and functions previously performed and exercised by the Department of Public Improvements, the Board of Architectural Review, the Office of the Superintendent of Annapolis Public Buildings and Grounds, the Office of Superintendent of Baltimore Public Buildings and Grounds, the Hall of Records Commission, the War Memorial Commission, the Washington Cemetery Board of Trustees, the Commission on Artistic Property and the Purchasing Bureau. The Department has been organized into four functional offices: Office of the Secretary (Administration), Office of Design and Construction, Office of Plant Management, and Office of Central Services. The Act which created the Department of General Services abolished the Department of Public Improvements and transferred its functions to it. The Act also abolished the Bureau of Control Surveys and Maps and transferred the functions to the Department, even though since 1960 the Bureau had functioned as a part of the Bureau of Location and Surveys, State Highway Administration (Code 1957, 1971 Repl. Vol., Art. 41, secs. 231D and 231E).

Office of the Secretary (Administration)

The Secretary advises the Governor on all matters assigned to the Department of General Services and is responsible for carrying out the Governor's policies with respect to such matters. The Secretary advises the Board of Public Works and other State agencies on all matters of engineering, surveys, plans, specifications and contracts for public improvements that may come before the Board or in which a State agency may be interested. The Secretary selects and appoints architects and engineers subject to approval of the Board of Public Works; he reviews and makes recommendations to the Board of Public Works on all contracts for the expenditure of sums appropriated for the acquisition of land, buildings, equipment, new construction and other capital expenditures, except in connection with State roads, bridges and highways.

The Secretary is responsible for the budget of his office and for the budgets of the boards, offices and agencies within the jurisdiction of the Department of General Services. The Secretary is also responsible