

Communications

301 W. Preston Street, Baltimore 21201 Telephone: 383-2440

The Director of the Office of Central Services is also responsible for studying State-wide communications, including radio, telephone, mail and messenger service and to adapt modern techniques to eliminate duplication and overlapping in these areas.

Office Services

Edward A. Kerins, Supervisor

301 W. Preston Street, Baltimore 21201 Telephone: 383-4415

The Office of Central Services provides centralized reproduction and duplicating service to agencies located primarily in the Baltimore area. It also provides typewriter repair service not only to agencies located in the State Office Building complex in Baltimore, but also to hospitals and institutions and agencies located throughout the State.

Appropriations	1971	1972
General Funds	\$590,722	\$719,989
Staff: 1971, 53; 1972, 61.		

HALL OF RECORDS COMMISSION

Chairman: Hall Hammond, Chief Judge, Court of Appeals

Vice Chairman: Richard D. Weigle, President, St. John's College

Louis L. Goldstein, Comptroller; George R. Lewis, Secretary of General Services; Samuel Hopkins, President, Maryland Historical Society; Richard Franko Goldman, President, The Peabody Institute; Milton S. Eisenhower, President, The Johns Hopkins University.

Morris L. Radoff, Archivist and Records Administrator

Gust Skordas, Assistant Archivist

Rex Beach, Assistant Records Administrator

Hall of Records, Annapolis 21404 Telephone: 267-5915

Record Center, State Office Building,
Annapolis 21404 Telephone: 267-5023

Record Center, 301 W. Preston Street,
Baltimore 21201 Telephone: 383-2097

The Hall of Records Commission, originally created by Chapter 18, Acts of 1935 had its membership altered by Chapter 97, Acts of 1970, when it came under the jurisdiction of the Department of General Services. The Commission is an ex officio body, composed of the Secretary of General Services, the Comptroller of the Treasury, the Chief Judge of the Court of Appeals, the President of the Johns Hopkins University, the President of the Maryland Historical Society, the President of the St. John's College, and the President of the Board of Trustees of the Peabody Institute of Baltimore. It supervises and controls the Hall of Records and appoints the Archivist, who has charge of the active management of the building and its contents.

State agencies as well as the counties, cities and towns of Maryland are authorized to offer for deposit at the Hall of Records all files, documents, and records not in current use.

While many records are offered to the Hall of Records Commission at the discretion of the custodians, all records which are in the court-houses of the State and which were created prior to April 28, 1788, the date of ratification of the United States Constitution by the