

The Director of Administration is responsible for general overall administrative coordination in the Department of General Services. This office distributes plans and specifications to bidders for all State building construction and purchasing. It also receives and tabulates bids and furnishes the results to the Board of Public Works with the Secretary's recommendations. The office contracts with all successful bidders and maintains cost records and accounting data on all bond issue funds. Administrative staff support is provided by this office in the areas of budget, finance, contract awards, personnel, legal counsel and management service to all line programs in the Department (Code 1957, 1971 Repl. Vol., 1972 Supp., Art. 41, secs. 231-231M).

Appropriations	1973	1974
General Funds	\$363,851	\$432,627
Staff: 1973, 29; Staff: 1974, 35.		

BOARD OF ARCHITECTURAL REVIEW

Paul L. Gaudreau, Chairman

Richard W. Ayers, Edwin F. Ball, Anthony N. Johns, Jr., Arthur M. Love, Dennis W. Madden, Van Fossen Schwab.

The Board of Architectural Review, established by Chapter 80, Acts of 1949, consists of seven members appointed for four-year terms by the Secretary of General Services from lists of nominations submitted by the Baltimore Chapter, the Potomac Valley of Maryland Chapter, the Chesapeake Bay Chapter of the American Institute of Architects (Code 1957, 1969 Repl. Vol., 1972 Supp., Art. 78A, sec. 23). The Board advises the Secretary about specifications related to proper architectural treatment of proposed buildings. The Board also reviews all architectural designs and drawings and recommends any changes necessary to make the proposed buildings functional and practical for the use intended.

COMMISSION ON ARTISTIC PROPERTY

Chairman: John W. Sause, Jr.

William S. James; Lillian B. Miller

Secretary: Carl N. Everstine

P.O. Box 277, Centreville 21617

Telephone: 758-1187

The Commission on Artistic Property, originally appointed by the Governor with the approval of the Board of Public Works, was created by Chapter 111, Acts of 1969. It consists of four persons appointed by the Secretary of General Services with the approval of the Governor to keep a continuing inventory of valuable paintings and other decorative arts in all State buildings in the Annapolis area. The Commission also provides for the location, proper care, custody, restoration, display and preservation of these paintings and decorative arts. The Commission is empowered, with the approval of the Secretary or the Governor, to receive and accept gifts and loans of paintings and other decorative arts. With the approval of the Governor, the Commission may accept gifts of money from any source, public or private, and thereafter administer and expend the funds according to the conditions and terms of the gift. The Secretary, with the approval of the Governor, appoints one of the members to serve as Chairman. All of the members serve at the pleasure of the Secretary (Code 1957, 1969 Repl. Vol., 1972 Supp., Art. 78A, sec. 52).

Appropriations	1973	1974
General Funds	\$1,200	\$1,050