

tribution and redemption agreement forms currently used in the State (1968 Repl. Vol., Art. 56, sec. 242). The office keeps a record of all charitable organizations and contributions received by them (1971 Repl. Vol., Art. 41, secs. 103A-103E), and handles requests for the Maryland State Flag.

The Secretary of State also receives all bills passed by the legislature and assigns chapter numbers to each after each has been signed by the Governor. His office handles petitions for, and processing of, charter and constitutional amendments, and provides for the publication of these in the appropriate newspapers. The Secretary is vested with full discretionary power to place upon the ballot for the Maryland Presidential Primary, the name of any person whose candidacy he feels is generally advocated or recognized in the national news media (Code 1957, 1971 Repl. Vol., Art. 33, secs. 12-2). The financial disclosures of public officials are maintained in the Secretary of State's office for public inspection. Statement of campaign contributions to public officers in excess of \$100 are filed in the Secretary of State's office by the individual who made the contribution, if his business with the State is in excess of \$10,000.

It is the duty of the Secretary to issue every two years a Manual of the State of Maryland to be compiled, edited and printed by the Hall of Records Commission (Code 1957, 1971 Repl. Vol., Art. 41, secs. 104-106).

Appropriations for the office of the Secretary of State are incorporated into the General Funds of the Executive Department.
Staff: 10.

BOARD OF PUBLIC WORKS

Marvin Mandel, Governor
Louis L. Goldstein, Comptroller of the Treasury
J. Millard Tawes, Treasurer
Andrew Heubeck, Jr., Secretary to the Board

State Treasury Building, Annapolis 21401

Telephone: 267-5443

The Board of Public Works is composed of the Governor, the State Comptroller, and the State Treasurer. The Constitution requires the Board to meet on the first Wednesday of January, April, July and October in Annapolis and more often when necessary. The Board exercises such powers and duties as are prescribed in the Constitution or delegated to it from time to time by the General Assembly. The Board supervises the expenditures of all sums appropriated through State loans authorized by the General Assembly. The Board also supervises the expenditures of all general and other funds appropriated for capital improvements except those appropriated for State roads, bridges, and highways; and it approves the contracts for such expenditures after review by the Secretary, Department of Budget and Fiscal Planning, or the Secretary, Department of General Services, as the case may be. The Board approves every new lease or renewal for land, buildings, or office space before such contracts are executed by any department, board, commission, State officer, or institution of the State. It may also designate the location of any State agency, after review by the Secretary, Department of Budget and Fiscal Planning.

The Board may borrow upon the credit of the State, at any time between the sessions of the General Assembly, sums not to exceed \$50,000, to meet temporary deficits in the Treasury; and in addition, it may borrow upon the credit of the State total amounts not exceeding \$1,000,000 in anticipation of taxes levied for any year. All such loans shall bear interest at a rate determined by the Board, and shall mature