

MARYLAND MANUAL (Code 1957, 1971 Repl. Vol., Art. 41, secs. 104-106).

Chapter 488 of the Acts of 1966 transferred the functions, records, responsibilities and employees of the Commissioner of the Land Office to the Hall of Records Commission. Under the provisions of Chapter 355 of the Acts of 1967, the Archivist was designated as the Commissioner of Land Patents and assigned the responsibility of issuing land patents and conducting caveat hearings. In performing these duties, he acts independently of the duties imposed on him as Archivist (Real Property Art., 1976 Supp., secs. 13-101 to 13-504). The Hall of Records Commission serves as the official depository for the duplicate copies of subdivision plats formerly sent to the Land Office as insurance against the loss of the

originals (Real Property Art., secs. 3-303 and 3-304).

The Records Management Division develops programs and policies for the efficient management of the records of all departments and agencies of the Maryland State Government and provides assistance in the preparation of records retention and disposal schedules.

The Division operates four low cost warehouses for the storage of inactive State records which must be retained for specified periods of time to meet the State's legal and administrative needs. These record centers are located in Baltimore, Annapolis, Waterloo and Cheltenham.

The Division also offers cost reimbursable microfilm services to all State agencies.

Staff: 1975, 43; 1976, 47; 1977, 47.