

Publication, Inventory Management, and the Hall of Records Commission, which includes the Archives and the Records Management Division.

## PURCHASING BUREAU

Stanley J. Hanna, *Chief, Purchasing Bureau*

301 West Preston Street  
Baltimore 21201 Telephone: 383-3644

The Purchasing Bureau is responsible for the procurement of all materials, supplies, and equipment used by State agencies. The Bureau annually purchases commodities ranging from office supplies to medicines and food stuffs. Unless an item costs less than \$100 or is an exempted commodity, State agencies must submit to the Bureau a purchase requisition that identifies both the item and quantity requested. The item may be supplied in one of several ways: (1) drawing it from the State warehouse in Jessup, (2) ordering it through an open-ended contract that has been developed by the Bureau, (3) bidding the item through the Bureau as an individual requirement, or (4) ordering it as part of the Bureau's scheduled purchase program. Emergency purchases can also be made by an agency whenever the purchase is necessary to preserve human life or State property.

## TELECOMMUNICATIONS

Dayton W. Eddy, *Telecommunications Coordinator*

301 West Preston Street  
Baltimore 21201 Telephone: 383-4493

This Division is responsible for meeting the needs of State agencies for voice, teletype, radio, and other communication-related services. The Division's activities also include the management of the State's telephone system, MARCOM (Maryland Communications and Information System). It should be noted that the Division controls no funds other than those required for its own operation. While the Division provides advice, assistance, and recommendations to other State agencies, it has no authority to direct their telecommunication activities.

## PRINTING AND PUBLICATIONS

Kenneth B. Webster, *Manager*

301 West Preston Street  
Baltimore 21201 Telephone: 383-3261

This Division is responsible for the overall management of in-plant duplicating shops (which are operated by other State agencies), the establishment of central reproduction and graphic art facilities, and the supervision of commercial printing, graphic arts, and photocopier procurement. The Division provides advice and assistance to all State agencies in matters relating to graphic communication formats, materials, and production methods to ensure quality reproduction at the lowest possible costs. The Division also operates both a typewriter repair and a mail delivery service for State agencies located within the Baltimore Metropolitan area.

## INVENTORY MANAGEMENT DIVISION

William T. Robel, *Manager*

301 West Preston Street  
Baltimore 21201 Telephone: 383-7422

This Division was authorized by the 1977 General Assembly to provide more efficient use of the capital invested in statewide inventories, storage facilities, and transportation resources. The Division is responsible for planning and controlling inventories of materials, supplies, and foodstuffs. It establishes investment standards and controls for individual agencies to minimize the capital needed to satisfy their inventory requirements. The Division issues policies, regulations, and guidelines and provides technical assistance to State agencies on all matters involving controls, planning, storage, and distribution of inventories.

## HALL OF RECORDS COMMISSION

*Chairperson:* Robert C. Murphy, *Chief Judge, Court of Appeals of Maryland*

*Vice-Chairperson:* Richard D. Weigle, *President, St. John's College*

Louis L. Goldstein, *Comptroller of the Treasury*;  
J. Max Millstone, *Secretary of General Services*;  
Leonard C. Crewe, Jr., *President, Maryland Historical Society*; *Vacancy, President, The Peabody Institute*; Steven Muller, *President, The Johns Hopkins University*

*Secretary:* Dr. Edward C. Papenfuse, *State Archivist, Archives Division*

Hall of Records  
P.O. Box 828  
Annapolis 21404 Telephone: 269-3915