

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). 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 operating two reproduction centers, including graphic art services and commercial printing and equipment. The Division advises and assists State agencies in matters relating to in-plant duplicating, graphic communication formats, materials, and production methods to ensure quality reproduction at the lowest possible costs. The Division also operates both a typewriter repair service for State agencies located in the Baltimore metropolitan area and a mail/courier service for State agencies located within the Baltimore and Annapolis areas.

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. 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. The Division is also responsible for managing the physical inventory and personal property disposal programs.

HALL OF RECORDS COMMISSION

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

Louis L. Goldstein, *Comptroller of the Treasury*; William S. James, *State Treasurer*; J. Max Millstone, *Secretary of General Services*; Frank H. Weller, Jr., *President, Maryland Historical Society*; Steven Muller, *President, The Johns Hopkins University*; John S. Toll, *President, University of Maryland*; Edwin J. Delattre, *President, St. John's College*; Julian L. Lapidus, *State Senate*; Anne Scarlett Perkins, *House of Delegates*

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

Hall of Records
St. Johns' St. and College Avenue
P. O. Box 828
Annapolis 21404 Telephone: 269-3915

The Hall of Records Commission was created by Chapter 18, Acts of 1935. The Commission supervises and controls the Hall of Records, which consists of two main divisions—the Archives Division and the Records Management Division. All papers, records, relics, and other memorials connected with the early history of Maryland not required for the necessary operation of any other office are under the supervision of and belong to the Hall of Records Commission (Code 1957, Art. 54).

Archives Division

Dr. Edward C. Papenfuse, *State Archivist*

Dr. Gregory A. Stiverson, *Assistant State Archivist*

Hall of Records
St. Johns' St. and College Avenue
P. O. Box 828
Annapolis 21404 Telephone: 269-3915
Public Searchroom Open Mon.–Sat., 8:30–4:30