

munity Development. The Council consists of twelve members representing both government and the state's television and movie industry. Two are members of the General Assembly, appointed by the speaker of the House and the president of the Senate. Ten are appointed by the Secretary of Economic and Community Development with the approval of the Governor and the advice and consent of the Senate.

DIVISION OF ADMINISTRATIVE SERVICES

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The Division of Administrative Services was established by order of the Secretary in April 1976 to integrate several essential support services for the Department. The Division provides advice, guidance, and technical support to the Department's senior program directors and operating components in various areas of administrative management. It bears prime responsibility for the following: development of Departmental budget proposals and projections; maintenance of fund accounts; and purchasing of products and services required for Departmental activities. The Division also provides comprehensive mailroom services, maintains liaison with building management to assure repair and upkeep of grounds and facilities, and monitors use of Departmental motor vehicles. It reviews requests for proposals and contract awards for compliance with State purchasing regulations. Additionally, the Division coordinates data processing and word processing activities.

DIVISION OF RESEARCH

Robert Schoeplein, *Director*

Robert Goodman, *Associate Director*

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The Division of Research was created to provide analytical support for Departmental economic policy-making and development planning. It also collects and maintains a data base for the research needs of the Department of Economic and Community Development, other government agencies, and the private sector. This data base is continuously refined and updated. The Division is responsible for various ad hoc research projects of the Department and for representing the Department on numerous statewide committees and task forces. In addition, it prepares and, in some cases, presents testimony on behalf of the Department.

The primary responsibility of the Division is to study the performance of the State economy. Such work is concerned with the behavior and relationships between major elements of the State's economy, concentrating on changes over time, such as employment by industry, by skill, and by sub-State region. The main purpose of this effort is to provide quantitative and analytical bases for economic policy-making. The Division is also responsible for responding to the research needs of the other divisions in the Department. To provide a sound basis for State actions aimed at strengthening the economy and for industrial and community development planning, the Division analyzes specific aspects of the State economy and State economic policy.

The second major responsibility of the Division is to gather and compile technical information. It functions as a statewide information center for socioeconomic and demographic data on Maryland and serves as a major contact point between the State government and the sources of such data, which include the U.S. Bureau of the Census, the U.S. Department of Commerce, the Federal Reserve Districts, trade associations, non-profit organizations, and various State and local organizations. The Division converts basic information into compilations specifically designed for business, industry, and the general public, and prepares a monthly series of economic indicators.

DEFUNCT DEPARTMENTAL AGENCIES

ADVISORY COMMISSION ON ATOMIC ENERGY

Formerly an agency of the Department of Economic and Community Development, the Commission was abolished by Chapter 139, Acts of 1981.