

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 is designated as the Commissioner of Land Patents and assigned the responsibility of issuing land patents and conducting court hearings. In performing these duties, he acts independently of the duties imposed on him as Archivist (Real Property Art., 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.

Records Management Division

Philip F. Schneider, *Records Administrator*

State Records Management Center

Routes 175 and U.S. 1

Waterloo 20794

Telephone: 799-1379

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 a central Records Center located at Waterloo 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. The Records Center opened for operation during Fiscal Year 1981 and replaced four smaller centers located in Baltimore, Annapolis, Waterloo, and Cheltenham.

Chapter 981, Acts of 1978, gave the Records Management Division responsibility for coordinating the State's Forms Management Program and the forms management plans of each Department or Agency to assure that the Department or Agency uses only those forms which are necessary for its effective or efficient operation. At the close of each fiscal year, the Division prepares a consolidated annual report on forms management activities and submits it to the General Assembly's Joint Budget and Audit Committee.

The Division also offers cost reimbursable microfilm services to all State agencies, including both source document and computer output microfilming.

OFFICE OF ADMINISTRATIVE AND FISCAL SERVICES

John C. White, *Director*

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The Office of Administrative and Fiscal Services provides the Department with capability in the areas of accounting, budgeting, contract awards, agenda preparation, casualty claims, data systems, and word processing. The Office is organized into three operating divisions—Fiscal Services, Information Services, and Contract Services—and two staff elements, one for Casualty Claims and one for Data Systems Administration.

FISCAL SERVICES DIVISION

The Fiscal Services Division maintains all accounting records of the Department; formulates accounting policies, procedures, and internal control standards; and monitors compliance with such policies, procedures, and standards. Resources of the Division are organized to process accounting transactions of two types: 1) operating budget transactions and capital improvement project transactions affecting general construction loan (GCL), and 2) other bond bills for which the Department is responsible.

In addition to accounting services, the Division provides a broad range of services to the operating programs of the Department. The Division orders office materials and supplies, performs budget analyses, provides budgetary reports to all levels of Department management, and prepares the Department's annual operating budget.

INFORMATION SERVICES DIVISION

The Division manages computer and word processing operations within the Department and works closely with the Data Systems Administration unit. The nature of hardware and software associated with computer and word processing systems makes security and centralized managerial control over these resources essential.

The Division manages the processing of accounting transactions from all programs within the Department. These transactions are received by the Fiscal Services Division, pre-audited, and dispatched to the Information Services Division for computer processing. Agenda item preparation and editing are handled in a similar manner. Agenda items are created at the program level in word processing media. Upon creation, the agenda item is captured by the word processing network's central processing unit, thereby making it electronically accessible to word processing operators in the Information Services Division for subsequent editing.