

Copies of birth, death, and marriage records are issued to authorized persons for a fee of \$2.00 per copy (checks to be made payable to the Department of Health and Mental Hygiene).

The Division has birth and death records for Baltimore City from January 1, 1875, and for the twenty-three counties of Maryland from August 1898. State marriage registration began on June 1, 1951, and divorce registration began in June 1961. For marriages prior to June 1951 and for divorces, regardless of the year, copies may be obtained from the clerk of the Circuit Court in the county where the marriage or divorce occurred.

GENERAL SERVICES ADMINISTRATION

H. William Bauersfeld, *Director*

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The General Services Administration plans, organizes, and directs the activities of the divisions of Central Services, Contracts, Dietary Services, Engineering and Maintenance, Nursing, and Reimbursements. The director and staff provide support services in such areas as supplies and procurement, space allocation, fleet management, service contract supervision, and capital construction. Coordination and technical assistance are provided state-wide to dietary, maintenance, and engineering projects. The Administration also is responsible for the recovery of costs of health care provided by the Department from legally responsible persons, third-party payors, and federal sources.

OFFICE OF PLANNING

Elizabeth G. Barnard, *Director*

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The Office of Planning organizes and directs Department-wide planning. The director and staff annually prepare the Executive Plan, the Five-Year Capital Improvement Plan, the Master Facilities Plan, Three-Year Unit Plans, and twenty-seven individual facility plans. Coordination of capital budget, funding priorities, Departmental goals, legislative mandates, and other agency initiatives are performed. The planning of capital projects in this area relates directly to public health institutional needs.

OFFICE OF MANAGEMENT SERVICES

Vacancy, *Director*

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The Office of Management Services develops Department-wide management systems and organizational structures to ensure efficient operations. It develops, coordinates, and promulgates internal operating policies. It also plans and conducts systems and program analysis and cost/benefit studies. The Office, additionally, is responsible for the Division of Staff Development and Training, and the Health Education Center.

The Health Education Center is responsible for Project KISS (Kids in Safety Seats) and the Healthy People Project, a heart disease prevention program. The Center also serves as the Department's educational media unit. It provides graphic arts services and maintains a public health library for the Department. The Center's health films library is used by State and local health agencies.

Defunct Departmental Agencies

AGED AND CHRONICALLY ILL ADMINISTRATION

In 1984, reorganized with units transferred to the Preventive Medicine Administration and the new Office of Chronic and Rehabilitation Facilities under the Office of the Assistant Secretary for Health.

INFORMATION SYSTEMS ADMINISTRATION

Under the Assistant Secretary for Administration, the agency was renamed the Management Services Administration in 1984, and the Information Services Administration in 1985.