

services and commercial printing and equipment. To ensure quality reproduction at the lowest possible cost, the Division advises and assists State agencies in matters relating to their in-house duplicating, graphic communication formats, materials, and production methods. The Division also operates a mail/courier service for State agencies located within the Baltimore and Annapolis areas.

INVENTORY MANAGEMENT DIVISION

William T. Robel, *Manager*

301 W. Preston St., Room 1303-H
Baltimore 21201 Telephone: 225-4255

This division was authorized by the 1977 General Assembly to provide efficient use of the capital invested in State government inventories. The Division plans and controls inventories of State materials, supplies, and food items. It establishes investment standards and controls for individual agencies to minimize the capital needed to meet 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 also manages the physical inventory and personal property disposal programs.

RECORDS MANAGEMENT DIVISION

Philip F. Schneider, *Records Administrator*

State Records Management Center
P.O. Box 275
7275 Waterloo Road
Routes 175 and U.S. 1
Jessup 20794 Telephone: 799-1930

The Records Management Division develops programs and policies for the efficient management of the records of all departments and agencies of Maryland State government and provides assistance in the preparation of records retention and disposal schedules.

The Division operates a central Records Center located at Jessup for the storage of inactive State records, which must be retained for specified periods of time to meet State legal and administrative needs.

The Division coordinates the State's Forms Management Program and the forms management plans of each Department or agency to assure the use of only those forms which are necessary for effective or efficient operation.

To all State agencies, the Division also offers cost reimbursable microfilm services, including both source document and computer output microfilming (Code State Government Article, secs. 10-631 through 10-634).

ASSISTANT SECRETARY FOR ENGINEERING

Eric S. Walbeck, *Assistant Secretary*

301 W. Preston St.
Baltimore 21201 Telephone: 225-4214

The Assistant Secretary for Engineering is responsible for the management and general direction of the Office of Engineering and Construction, and the Office of Facilities Management. The Assistant Secretary coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services effectively meet the needs of the agencies served. In addition, the Assistant Secretary provides architectural and engineering staff to support the administration of the General Professional Services Selection Board.

The Assistant Secretary for Engineering and the Assistant Secretary for Operations constitute the Department's Procurement Review Board.

GENERAL PROFESSIONAL SERVICES SELECTION BOARD

Chairperson: E. Donald Reilly, *public member*, 1987

Richard M. Foose, Jr.; Eric S. Walbeck; Albert Weinstein, *public member*, 1987; Herbert D. Belknap, *alternate member*.

Robert J. Byrd, *Administrator*

301 W. Preston St.
Baltimore 21201 Telephone: 225-4295

The General Professional Services Selection Board was established in 1974 (Chapter 732, Acts of 1974). The Board provides an equitable method for awarding architectural and engineering contracts on certain State-financed capital projects for which the design fee exceeds \$100,000. The Board is responsible for negotiating service contracts with architectural and engineering firms considered to be the most qualified at a price the Board determines to be fair, competitive, and reasonable.

The Board consists of four permanent members and one floating member. Permanent members are