

Queen Anne's County, Denton in Caroline County, Ellicott City in Howard County, Elkton in Cecil County, and Glen Burnie in Anne Arundel County.

The Division provides both preventive and routine maintenance and oversees the contractual provision of repairs, alterations, improvements, housekeeping, and security services to preserve facilities and equipment. These tasks are accomplished through contractual arrangements with private companies under the supervision of Division personnel. The Division also operates a comprehensive supply system for equipment and materials needed to maintain the buildings.

SARATOGA STATE CENTER DIVISION

Frederick W. DeJong, *Superintendent*

310 W. Saratoga St.
Baltimore 21201 Telephone: 333-4099

This division is responsible for the operation, maintenance, and security of State buildings at 310 W. Saratoga St. and 220-230 N. Howard St. in Baltimore City, and the State Records Management Center/Warehouse at 7275 Waterloo Road in Jessup, Howard County.

The Division currently provides both preventive and routine maintenance and oversees the contractual provision of some maintenance tasks and services at the Jessup facility. In 1987, when renovations are completed at the Saratoga State Center, the Division will provide preventive and routine maintenance, repairs, alterations, improvements, housekeeping, and security services to preserve facilities and equipment. The Division will also oversee the contractual provision of some maintenance tasks and services and operate a comprehensive supply system for equipment and materials needed to maintain the building.

ASSISTANT SECRETARY

Frank C. Robey, Jr., *Assistant Secretary*

301 W. Preston St.
Baltimore 21201 Telephone: 225-4650

The Assistant Secretary is responsible for the management and general direction of the Office of Telecommunications and for the coordination of intergovernmental relations. 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. The Assistant Secretary is also responsible for the Department's legislative coordination.

OFFICE OF TELECOMMUNICATIONS

Norman J. Martin, Jr., *Director*

301 W. Preston St., Room 1304
Baltimore 21201 Telephone: 225-4210

Formerly the Telecommunications Division, the Office of Telecommunications was created in 1986. The Office is responsible for coordinating the needs of State agencies for voice, teletypewriter, radio, data, and other communication-related services. In 1986, the General Assembly expanded the responsibilities of telecommunications management within the Department of General Services to provide guidelines and central direction to all State agencies in the procurement, use, and maintenance of all communication systems (Chapter 14, Acts of 1986).

BOARDS AND COMMISSIONS

STATE BOARD OF ARCHITECTURAL REVIEW

Chairperson: Edwin F. Ball

Pasqual T. Astore; Stanford R. Britt; Robert A. Cyr; Lonnie O. Overton; Antonio C. Ramos; Van Fossen Schwab. *Terms expire 1988.*

Joseph K. Schofield, *Coordinator*

301 W. Preston St., Room 1405
Baltimore 21201 Telephone: 225-4340

The State Board of Architectural Review was established in 1949 (Chapter 80, Acts of 1949). The Board reviews architectural designs and drawings and recommends any changes necessary to make proposed buildings functional and practical for the use intended.

The Board consists of seven members appointed for four-year terms by the Secretary of General Services from lists of nominees submitted by the Baltimore Chapter, the Potomac Valley of Maryland Chapter, and the Chesapeake Bay Chapter of the American Institute of Architects (Code State Finance and Procurement Article, secs. 4-701 through 4-704).