

301 W. Preston St., Room M-2
Baltimore, MD 21201 225-4620

The Purchasing Bureau was established in 1920 as the Central Purchasing Bureau (Chapter 184, Acts of 1920). It was placed under the Department of General Services in 1970 (Chapter 97, Acts of 1970). The Bureau is responsible for the procurement of all materials, supplies, and equipment used by State agencies. The Bureau purchases commodities ranging from office supplies to medicines and food items. Annually, total purchases exceed \$150 million.

State agencies must submit requisitions to the Bureau for all purchases, except those costing less than \$1,000 or those designated as exempt commodities. The requisition identifies both the commodity and quantity requested. The commodity may be drawn from the State warehouse in Jessup, ordered through an open-ended contract developed by the Bureau, bid through the Bureau as an individual requirement, or ordered as part of the Bureau's scheduled purchase program. Emergency procurements can be made by an agency whenever the purchase is necessary to preserve human life or State property (Code State Finance and Procurement Article, secs. 4-301 through 4-315).

PRINTING AND PUBLICATION DIVISION

William E. Culen, *Manager*

301 W. Preston St., Room M-8
Baltimore, MD 21201 225-4430

The Printing and Publication Division operates two duplicating centers that include graphic art 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*

300 W. Preston St., Room 400
Baltimore, MD 21201 225-4255

The Inventory Management Division was formed in 1977 to provide efficient use of the capital invested in State government inventories (Chapter 970, Acts of 1977). 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.

MARYLAND STATE AGENCY FOR SURPLUS PROPERTY

Gerald W. Smith, *Director*

P.O. Box 122
Brock Bridge Rd.
Jessup, MD 20794 799-0440

The Maryland State Agency for Surplus Property is a self-supporting public service. The Agency makes available federal surplus property to non-profit health or educational institutions and public agencies in Maryland. Applications for eligibility to participate in the program are available on request.

Originally organized in 1947, the Agency was created by Executive Order in 1955. The Agency was formerly under the University of Maryland. It became part of the Department of General Services in 1987 (Executive Order 01.01.1987.19).

RECORDS MANAGEMENT DIVISION

William E. Taylor, *Records Administrator*

State Records Management Center
P.O. Box 275
7275 Waterloo Rd. (Rtes. 175 & U.S. 1)
Jessup, MD 20794 799-1930

The Records Management Division manages the records of all departments and agencies of Maryland State government and helps prepare retention and disposal schedules for those records. By law, State agencies are required to have their records placed on retention and disposal schedules. No public records can be destroyed without scheduling and the prior approval of the State Archives.

At the Central Records Center in Jessup, the Division stores inactive State records, which must be retained for specified periods of time to meet State legal and administrative needs.

The Division coordinates the 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).