
ASSISTANT SECRETARY

John C. White, *Assistant Secretary*

301 W Preston St.
Baltimore, MD 21201 225-4650

The Assistant Secretary manages and directs the Office of Telecommunications and coordinates intergovernmental relations. The Assistant Secretary also is responsible for the Department's legislative program.

OFFICE OF TELECOMMUNICATIONS

Norman J. Martin, Jr., *Director*

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

Formerly the Telecommunications Division, the Office of Telecommunications was created in 1986. The Office coordinates voice, video, radio, data, and other electronic communication services, including MARCOM, an integrated digital State communications network. 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 communication systems (Chapter 14, Acts of 1986).

INFORMATION SERVICES DIVISION

Frederick Besche, *Chief* 225-4217

The Information Services Division manages and operates the Department's data and word processing resources. This responsibility includes managing the operation of the Department's IBM System 36 Minicomputer, and two AC Jacquard J300 Word Processing Systems, as well as providing for the security of these systems. The Division also serves as project manager in developing custom applications software for the IBM System 36.

Centralized word processing for the Department is provided by the Division, which is responsible for final production of the *State of Maryland Telephone Directory* and major Department reports. In addition, the Division provides systems analysis and programming support to the whole Department.

DATA SYSTEMS ADMINISTRATION UNIT

J. Larry Gelineau, *Chief* 225-4228

Established in Fiscal Year 1980, the Data Systems Administration Unit coordinates data and word processing plans, policies, procurement, and resources for the Department. The Unit plans and evaluates all potential data and word processing applications within the Department, acquires automation resources, and serves as consulting liaison with the central data processing agency of the State.

DEFUNCT DEPARTMENTAL AGENCIES

ASBESTOS DIVISION

The functions of the Asbestos Division were reassigned in 1988 to the Plant Management Division of the Office of Facilities Management.

CASUALTY CLAIMS DIVISION

Formerly under the Office of Administrative and Fiscal Services, the Casualty Claims Division was transferred to the State Treasurer's Office effective July 1, 1988 (Chapter 187, Acts of 1988).