

PRINTING & PUBLICATION DIVISION

William E. Culen, *Manager*

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

The Printing and Publication Division evolved from certain functions of two agencies: the Purchasing Bureau and the Office Services Section. In 1970 the Office Services Section was formed within the Office of Central Services. When the printing purchasing functions of the Purchasing Bureau were combined with the Office Services Section, the Printing and Publication Division was created in 1974.

The Division assists State agencies with graphic reproduction, including printing, publishing, duplicating, photocopying, graphic design, typography and graphic art production. The Division helps State agencies set performance standards and goals for in-State duplicating and copying installations and prepares State specifications and standards for printing, publication, equipment, and supplies. All individual procurements of equipment, supplies and services for such activities are made by or through the Division and are subject to standards set by the Division. In addition, the Division provides agencies with duplicating and photocopying on a reimbursable basis from its Baltimore and Annapolis Duplicating Centers. These centers offer predominately same day service and short-run, short-schedule service not economically available from commercial sources.

The Division's courier system delivers interoffice mail and duplicating orders for State government in Baltimore and Annapolis. U.S. mail is picked up by Division personnel, metered with appropriate postage, and given to a contract firm for presorting.

The Division's Graphic Arts Support Unit provides layout and design services, including type selection, lettering, line drawings, arrangement of composite copy for photography, cover design, and preparation of camera-ready copy.

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 established 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

Authorized in 1953, the Records Management Division originally was administered by the Hall of Records Commission (Chapter 436, Acts of 1953). The Division was placed directly under the Department of General Services in 1984 (Chapter 286, Acts of 1984).

The 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).