

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*

P.O. Box 275
State Records Management Center
7275 Waterloo Road (Rtes. 175 & U.S. 1)
Jessup, MD 20794 (410) 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).

TELECOMMUNICATIONS

John C. White, *Assistant Secretary for Telecommunications*

301 West Preston St.
Baltimore, MD 21201 (410) 225-4650

Telecommunications originated as the Telecommunications Division. The Division became the Office of Telecommunications Management in 1986, when 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. The Office was reorganized as the Assistant Secretariat for Telecommunications in 1990.

This office coordinates voice, video, radio, data, and other electronic communication services, including MARCOM, an integrated digital State communications network (Code State Finance Procurement Article, sec. 4-902).

The Assistant Secretary for Telecommunications is responsible for five offices: Network and Technical Services; Administrative and Financial Services; Voice and Customer Services; Radio Services; and Telecommunications Access of Maryland.

NETWORK & TECHNICAL SERVICES

Preston L. Dillard, *Director*
(410) 225-4647

For data, imaging, video and voice-related services, Network and Technical Services provides design and technical support to Telecommunications, and State agencies. The office tries to match the appropriate technology with agency applications for best performance at lowest cost.

ADMINISTRATIVE & FINANCIAL SERVICES

Louis V. LaRicci, *Director*
(410) 225-4202

Administrative and Financial Services reviews, approves, and processes vendor invoices for telecommunication equipment, systems, and services; and manages and operates systems that charge using agencies their proportionate share of the costs to install, maintain, and operate common user telecommunication equipment, systems, and services. The office also provides the *State of Maryland Telephone Directory* for State agencies.

VOICE & CUSTOMER SERVICES

Carol L. Cordial, *Director*
(410) 225-4648

Between State agencies and vendors, Voice and Customer Services coordinates the installation, management, and operation of telecommunication equipment and systems for voice applications. The office provides technical advice and consultation services to State and local governments.

RADIO SERVICES

George E. (Ed) Ryan, *Director*
(410) 225-4479

Radio Services coordinates and develops radio systems and services to acquire and manage common user equipment and services. The office promotes compatibility between radio systems; evaluates and promotes the sharing of resources, where appropriate; advises State agencies on planning, acquisition, and operation of radio systems; and provides radio frequency coordination assistance to State and local government.