

PURCHASING BUREAU

George M. Miller, *Chief*
(410) 767-4620

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). In 1993, the Bureau was made part of the Procurement and Contracting Office.

The Bureau purchases all materials, supplies, and equipment used by State agencies. Annually, it buys over \$150 million worth of commodities ranging from office supplies to medicines and food items.

State agencies must submit requisitions to the Bureau for all purchases, except exempt commodities or those costing less than \$1,000. The requisition identifies both the commodity and quantity requested. The commodity may be 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).

SERVICES CONTRACTING

Robert F. Kleinhen, *Chief*
(410) 767-4280

Formed in December 1993, Services Contracting procures all building services for State-owned buildings. Contracts are made for a variety of services, including janitorial services, pest control, security, carpentry, painting, mechanical equipment, and plumbing.

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 moved to 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, no public records of State agencies 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 also coordinates the *Forms Management Program* and the forms management plans of each department or agency to minimize the number of forms needed. In addition, to all State agencies, the Division offers cost-reimbursable microfilm services, including both source-document and computer-output microfilming (Code State Government Article, secs. 10-631 through 10-634).

REAL ESTATE

R. Stevens Cassard, Jr., *Assistant Secretary
for Real Estate*

300 West Preston St., Room 601
Baltimore, MD 21201-2308 (410) 767-4330

Real Estate was formed administratively by the Department of General Services in July 1978. The office coordinates the State's real estate activities and long-term strategic planning for the acquisition, disposition, and use of leased and State-owned facilities. This office oversees three units: Acquisition and Disposal; Legal Counsel; and Valuation and Appraisal.

ACQUISITION & DISPOSAL

Keith D. Barrack, *Chief*
(410) 767-4988

Acquisition and Disposal began in 1969 as the Land Acquisition Division of the Department of Public Improvements (Chapter 403, Acts of 1969). The Division joined the Department of General Services in 1970 and became Land Acquisition and Disposal in 1991. In 1995, functions of Land Acquisition and Disposal merged with Lease Management and Procurement to become Acquisition and Disposal.

Acquisition and Disposal purchases, leases, and disposes of real property for all State agencies (except the Department of Transportation). Two units are overseen by the office: Lease Management and Procurement, and Program Open Space.

PROGRAM OPEN SPACE

Contact: Keith D. Barrack (410) 767-4988

The Program Open Space unit was formed in 1996. It acquires all Open Space property for State parks, wildlife preserves, and natural environment areas for the Department of Natural Resources. To secure such property, the unit obtains independent appraisals, negotiates with owners, secures purchase options, and requests Board of Public Works approval on the proposed terms of purchase. The disposition of excess property and property transfers between State agencies also are processed by Program Open Space and presented for approval to