

The approval of retention schedules resulted in the disposal of a large amount of paper. Heretofore, the method of waste paper disposal was left to the determination of the individual agency, but during the latter part of 1953 it became apparent that the State was failing to take full advantage of a source of income which could be derived from the sale of the useless records as waste paper. The Records Management Division in conjunction with the Department of Budget and Procurement worked out the necessary details to accomplish the sale of paper and bids were solicited for this service. On January 14, 1954, a contract was awarded to Frank P. R. Bohager and Sons Company of Baltimore for the purchase of paper from State agencies in the metropolitan areas of Baltimore and Annapolis. The contract provided that the revenue from the sale of waste paper would revert to General Funds. Provision was also made in the contract for special procedure to be followed in the destruction of records in security categories.

As word of the work being accomplished in Maryland State agencies spread, an editorial in the Baltimore Sun of February 2, 1954, praised the State Records Management Program:

The State governments, too, are beginning to understand the necessity of careful plans for the retention and disposal of official records. They are led by Maryland, the first state to put into operation a comprehensive records management program.

The Records Management Program came into being last July . . . and Morris L. Radoff, State Archivist, reports that the program is moving like clockwork.

The editorial gave examples of the weeding out process and stated that ". . . the State has badly needed a more comprehensive attack on its piled-up paper. Now, under the new records management program, the State is getting it."

Many inquiries were received from other states concerning the program and the mechanics of its operation. Also, representatives of other states came in person to observe our work, and they were particularly interested in the forms and procedures used.

In addition to the usual activities of records management, microfilm service was initiated, including the preparation, photographing and review of completed film for several agencies. For other agencies the Division offered technical and supervisory assistance in setting up and running the