

microfilm operation. This service saved the State many dollars through efficient utilization of equipment and the standardization of microfilm operations and techniques.

State agencies also received technical advice from the Division concerning the application and installation of specialized record-keeping and data-gathering systems.

In conjunction with the Department of Budget and Procurement, the Division began a program of reviewing requests for the purchase of file equipment and records systems. Of the nineteen requests reviewed, sixteen were approved. Two of the approved requests were filled, however, by the transfer of filing equipment declared surplus through the records disposal program. Three requests were disapproved because the equipment sought was either unnecessary or unsuited for the purpose intended.

Chapter 436, Acts of 1953, which established the records management program applied only to State agencies. However, earlier Acts of the Legislature made it necessary for the counties to offer their records to the Archivist prior to disposal and to report all disposal actions to the Hall of Records. The Records Management Division continued the past activities of the Hall of Records in this respect and also succeeded in extending the new records management program to at least one county on a voluntary basis. Montgomery County accepted an offer of assistance from the Division in the preparation of records retention schedules for county records, and by the close of the fiscal year all of the major records in the County's Bureau of Finance had been inventoried, analyzed and scheduled.

The work of microfilming Land Records and Orphans' Court proceedings in the counties, which had been performed for some years by the Hall of Records, was continued by the Records Management Division. The acquisition of microfilm equipment by several counties has diminished the need for this service, but it is still an important phase of the Division's work. Even where counties do their own microfilming, the Hall of Records provides technical advice and checks the completed film.

During the year the Division staff visited forty-six State, county and bi-county agencies to prepare schedules and review requests for equipment. The staff prepared fifty-five schedules for State and bi-county agencies, five general schedules for records common to most State agencies, and twelve for county agencies. These schedules covered 293 separate record items, and authorized the disposal of 4,748 cubic feet or 142,440 pounds of records.