

In accordance with approved schedules, State agencies submitted Certificates of Disposal covering destruction of a total of 3,296 cubic feet of paper. State agencies also submitted certificates in letter form for records destroyed under previous authorizations from the Board of Public Works, permitting disposal of 1,501 cubic feet of records. In addition, non-record material in excess of 8,000 pounds was also destroyed.

The Division staff exposed a total of 868,371 images on microfilm for five State agencies. The staff also assisted three agencies in revising their filing systems and procedures.

Records Retention Schedules

The tables below list the 72 schedules prepared during the year for State, county and bi-county agencies.

<i>State Agencies</i>	<i>No. of Schedules</i>	<i>No. Record Items</i>
Bank Commissioner	2	17
Comptroller of the Treasury		
Gasoline Tax Division	1	16
Income Tax Division	2	2
Commissioner of Personnel	3	8
Employees' Retirement System	1	1
State Insurance Department	8	29
Department of Labor and Industry	3	11
Administrator of Loan Laws	1	10
Board of Natural Resources		
Department of Forests & Parks	2	18
Game and Inland Fish	1	13
State Planning Commission	2	5
State Roads Commission	1	1
Secretary of State	2	5
State Tax Commission	1	7
State Tobacco Warehouse	1	5
State Treasurer	2	7
University of Maryland		
University Hospital	1	2
Water Pollution Control Commission	1	3
State Department of Public Welfare	5	23
General Schedules	5	6
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Total	45	189