

completed in twenty-two agencies, among the largest being the State Roads Commission, the Department of Employment Security, the State Tax Commission, and the Department of Maryland State Police.

Some attention was also given to the control of records of county agencies by schedule which was begun experimentally in one county last year. The loss near the beginning of the year of the staff member engaged in this phase of our work brought the county records program to a standstill. When a replacement was found, several months were again required for orientation. Nevertheless, seventeen schedules controlling 150 record series were established during the year.

As a direct result of the retention schedules issued in the previous year, or those established during fiscal year 1955, a total of 5,781.5 cubic feet of storage and filing space has been released in the offices of the several State and county agencies during the past fiscal year. This represents the space occupied by 964 letter size filing cabinets. Whenever practical we have continued to dispose of these unneeded records through sale to various waste paper companies on a contractual basis. This year the State realized \$2,668.63 from the sale of waste paper, of which \$1,627.03 was returned to the General Funds of the State.

Another important phase of our program is the reduction in the bulk of State records through the substitution of microfilm copies for the originals. In the implementation of this program, a total of 1,403,969 exposures were made of the records of six agencies. These exposures are contained on 542 rolls of 16mm and 4 rolls of 35mm microfilm.

The Division's microfilm staff again provided the Commissioner of the Land Office with microfilm copies of the currently-recorded county land records and the State Tax Commission with copies of current deeds for its tax map program. As noted in the *Nineteenth Annual Report* of the Archivist, the emphasis in this work, which has been performed for some years by the Hall of Records, has shifted from the actual filming of these records to the supervision of this program and the inspection of the film received from the counties. In the seven counties in which our personnel still microfilm these records, a total of 64,634 exposures was made. An additional 213,520 exposures were received and inspected from the remaining sixteen counties which either prepare their own microfilm copies or use the projection print recording program carried on through Hall and McChesney, Incorporated. In the latter case the film is forwarded to the Hall of Records after projection prints have been made.

As in the past year, the Division continued to advise the Department of Budget and Procurement and the Board of Public Works on all requests for the purchase or rental of record equipment, services, and storage space. Re