

quests for filing equipment were reviewed to assure that all useless records had been destroyed and that used equipment was utilized before new equipment was purchased. Purchase requisitions for microfilm equipment, rapid-copy machines, and a map-reproducing machine were also investigated and appropriate recommendations made. These cooperative efforts resulted in a considerable saving to the State.

More detailed information regarding the activities and accomplishments of the Division will be found in the pages that follow, but here it seems appropriate to call special attention to a situation which, if permitted to continue, will limit the effectiveness of the records management program.

The Act of the Legislature which established the records management program (Article 41, Sections 152-157, 1951 Code, as amended) contains as a part thereof the requirement that no public record required by statute to be maintained permanently shall be destroyed. Whenever statutory enactments with respect to a State agency require the maintenance of original records or imply that original records should be retained, the Attorney General has construed these enactments in favor of permanent retention. Only if the statute governing the activities of an agency contains no indication that its records must be retained has he felt free to advise that the requirement that each State agency shall “. . . develop a continuing program for the economical and efficient management of its records . . .” applies. Since the law which permits the substitution of microfilm copies for the original record is contained in the same Act, he also has felt compelled to advise that, even though these records were microfilmed, the originals could not be destroyed.

The legal inability of State agencies such as the Racing Commission to destroy any records, however obsolete, or to take advantage of the economies which microfilm can make available, motivated the Hall of Records to seek remedial legislation at the 1955 session of the General Assembly. Unfortunately, this legislation failed of passage.

RECORDS RETENTION SCHEDULES

The tables below list the 142 schedules established during the year for State, county, and bi-county agencies.

<i>State Agencies</i>	<i>No. of Schedules</i>	<i>No. Record Series</i>
Administrator of Loan Laws	1	2
Bank Commissioner	1	2
Central Payroll Bureau	1	1
Comptroller of the Treasury	2	10
Eastern Shore State Hospital	1	6
State Department of Education	7	19
Department of Employment Security	7	41
Department of Forests and Parks	3	23