

we plan to operate in the new State Office Buildings in Annapolis and Baltimore, the savings effected will be appreciably greater.

The control of the records of all State agencies by schedule has continued to receive our attention for two reasons: first, so that records which should be preserved may be identified and secured against loss; and second, so that records of temporary value may be destroyed as soon as they are no longer needed. The proper selection of current records for preservation or disposal is never an easy task, and in an agency such as the Department of Health it is particularly difficult to determine which of hundreds of cubic feet of records will be needed in the future. With the cooperation of the professional staff of the Department, however, schedules were established for the records in this agency and the hospitals for chronic diseases, and surveys were made of the records of the local departments and the tuberculosis hospitals. These schedules, together with those completed for other State agencies, increased the number of record series controlled by schedule from 658 to 1,116. This aspect of our work has been completed in sixty-two agencies and is well advanced in sixteen others. There is much work that remains to be done, however, before the totality of State records is controlled by schedule.

Encouraging progress was also made in bringing under the control of retention and disposal schedules the records of county agencies. There is a basic difference between the State and local records programs. The local program is voluntary, with emphasis upon educating local officials to manage their records properly. For the first time we achieved a staff stability in this field which made it possible to pursue this work without interruption. As a result, we were able to push toward completion the task of establishing schedules for the records subject to disposition in the office of the Clerks of Court and Registers of Wills in the several counties. Some attention was also given to the control of the records of other county agencies, and advice and assistance were provided the town of Kensington and the city of Cumberland in their efforts to dispose of unneeded records. In the course of the year, thirty-six schedules containing 196 record series were established.

As a direct result of the disposal schedules issued in previous years and those established during fiscal year 1956, a total of 9,508 cubic feet of storage and filing space was released in the offices of the several State and county agencies during the past fiscal year. This represents the space occupied by 1,584 letter-size filing cabinets. As in the past, we have continued to dispose of the unneeded records to various waste paper companies on a contractual basis. This year the State realized \$2,848.68 from the sale of waste paper, of which \$1,830.54 was returned to the General Funds of the State.