

in reports required from the local departments. In the course of an extensive survey of the records and office procedures of the State Industrial Accident Commission undertaken in cooperation with the Department of Budget and Procurement, recommendations were made which will stop the creation of certain records which serve no useful purpose. Finally, a proposal was submitted to the Legislative Council which, if enacted into law, will bring uniformity in the procedures used in the recordation of conditional contracts of sale in the offices of the several county Clerks of Court and abolish the present system of abstracting the contracts.

As in the past, 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. Requests for filing equipment were reviewed to assure that all useless records had been destroyed and that old equipment was utilized before new equipment was purchased. Purchase requisitions for microfilm equipment, rapid-copy machines, and elevator files also were investigated and appropriate recommendations made. These cooperative efforts resulted in considerable savings to the State.

RECORDS RETENTION SCHEDULES

The tables below list the 108 schedules established during the year for State, county, and bi-county agencies.

<i>State Agencies</i>	<i>No. of Schedules</i>	<i>No. of Record Series</i>
Accident Fund	1	14
Auditor, State	1	8
Department of Budget and Procurement	3	35
Comptroller of the Treasury,		
Admissions Tax Division	1	7
Alcoholic Beverages Division	1	29
Gasoline Tax Division	1	4
Retail Sales Tax Division	1	20
Department of Correction,		
Maryland Penitentiary	2	23
Department of Health	32	146
Department of Information	1	1
Board of Liquor License Commissioners for		
Baltimore City	1	6
Department of Mental Hygiene,		
Crownsville Hospital	1	5