

As in the past, we continued to advise the Department of Budget and Procurement and the Board of Public Works on the purchase or rental of record equipment, services, and storage space. Requests for filing equipment were reviewed to assure that all possible records were destroyed before additional equipment was obtained and that used equipment was utilized before the purchase of new equipment was authorized. Requests for microfilm equipment, rapid-copy machines, and other record equipment were also examined and appropriate recommendations made.