

to their value also must be considered. Fortunately, we have received excellent cooperation both from officials of agencies in which surveys have been conducted and from other officials who occasionally have been asked to assist us in this important task.

Since the beginning of the program, we have established 270 schedules for the records of seventy-four State agencies and institutions. These schedules now control 1,650 separate record series or approximately ninety per cent of the holdings of all State agencies. This aspect of our work has been completed or is well-advanced in most of the major departments and institutions of the State which, because of their functions, accumulate large quantities of records each year. There is considerable work which remains to be done, however, especially in smaller agencies and in the licensing and examining boards, before the totality of State records is controlled by schedule. As new agencies are established or the duties of existing ones are changed by legislation, additional schedules, of course, will be necessary.

Encouraging progress also has been made in establishing controls over the records of county and bi-county agencies. There is a basic difference between the State and local records programs. Participation in the latter is voluntary, but most county officials are cognizant of the need for improved records control and are eager to cooperate. Work was begun experimentally in one county in 1954, but it was not until 1956 that an intensive effort was made to order the records in the county courthouses. Then attention was given to the records subject to disposition in the offices of the Clerks of Court and the Registers of Wills in the several counties. While this task was being pushed toward completion, we were asked to review the records of other major county offices. As a result, we also have been able to establish control over the records of the County Commissioners, Treasurers, and Supervisors of Assessments in Anne Arundel, Caroline, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties. The records of two bi-county agencies, the Washington Suburban Sanitary Commission and the Maryland-National Capital Park and Planning Commission, are also controlled by schedule. During the period covered by this Report, 188 schedules governing 1,379 separate record series have been established for local agencies of government.

As a direct result of the schedules issued since 1953, a total of 42,072 cubic feet of storage and filing space has been released in the offices of the several State and county agencies. This is the equivalent of the space occupied by 7,012 letter-size filing cabinets. For the most part, the original record was destroyed as soon as it was no longer needed, but in a number of instances, microfilm copies were substituted for the original before destruction. Reduction in the bulk of records by microfilming has been particularly useful because of our lack of facilities for the intermediate storage of records. However, it has usually been employed when the original would otherwise be retained indefinitely. As the record centers which are now being readied in the new State