

Office Buildings in Annapolis and Baltimore become available, microfilming for this purpose will undoubtedly decrease. During the past five years, however, 6,783,512 exposures were made of the records of twenty State agencies. These exposures are contained on 2,119 rolls of 16 mm. and twenty-two rolls of 35 mm. microfilm. The records thus retired, as well as those destroyed without filming, have been sold to various waste paper companies on a contractual basis. The State has realized \$8,833.91 from these sales, of which \$6,208.82 has been returned to the General Funds of the State.

The lack of central storage depositories for records which must be maintained for a given period but which have little current usage has been a major weakness of our records retirement program. Although make-shift storage was provided in the Department of Budget and Procurement warehouse in a few critical cases, most State agencies have been required to retain non-current records in their offices. As noted above, this deficiency will be remedied during the coming year with the acquisition of record centers in the two office buildings now under construction. We expect to begin receiving records in the Center in Annapolis in August 1958. This Center occupies an area of 5,700 square feet in the basement of the building and includes an office, microfilm room, search room, and stack area. Air conditioning, asphalt tile floors, fluorescent and pendant lights, and a smoke detector and fire warning system add to the utility and convenience of this fire resistant area. A second Center of similar design will occupy an area of 7,100 square feet in the new State Office Building in Baltimore which should be ready for occupancy in the Spring of 1959. Together the Centers will contain sufficient shelving to house approximately 24,000 cubic feet of records which should be adequate for the needs of the State in the future.

Although emphasis in our program for better records management has been placed on the control of records after they were created, some attention has been given to the problems of reducing the quantity of records made and improving their handling while in current use. No broad-scale program to control the creation of records has been developed, but in the work incident to establishing control schedules some progress was made in this area. A reduction of almost seventy per cent was made in the size of the printed copies of the executed contracts of the State Roads Commission by eliminating from them the standard specifications which may be secured as a separate document, if needed. In the course of an extensive survey of the records and office procedures of the Workmen's Compensation Commission, recommendations were made which will stop the creation of certain records which serve no useful purpose. We are also cooperating with the State Department of Health in an effort to prevent the unnecessary duplication of information in reports required of the local departments.

Whenever poor filing practices, improper use of equipment, or inadequate labeling of files were observed, suggested improvements were made. In some instances, advantage has been taken of new mechanical developments to facilitate the handling of records while in current use. In others, such as the Traffic Records Section of the Department of Motor Vehicles, the substitution