

of open shelf filing for filing cabinets has reduced the space required for records and speeded up the reference to them. Since the purchase of new or improved equipment necessarily involves the expenditure of budgeted funds, we have worked closely with the Department of Budget and Procurement and the Board of Public Works on requests for the purchase or rental of record equipment and services. These cooperative efforts have resulted in considerable savings to the State, first by ensuring that useless records have been destroyed and old equipment utilized before new equipment was purchased and second, by determining that the equipment requested was appropriate for the purpose intended. As our program expands, control of the creation of records and their effective handling while in current use will, of course, play increasingly important roles.

Earlier in this report, the participation of the Division's microfilm staff in the retirement of records through the substitution of microfilm copies for the originals was discussed. While the other accomplishments of this staff perhaps are less closely related to records management, they nevertheless are an important part of the overall program of the Hall of Records. Since 1953, the Commissioner of the Land Office has been provided with microfilm copies of the currently-recorded county land records, and the State Tax Commission with copies of current deeds for its tax map program. Our staff initially filmed these records in thirteen counties, but the acquisition of microfilm equipment by several counties now has reduced that number to five. However, in the counties which prepare their own microfilm copies or use the projection print recording program carried on through Hall and McChesney, the staff continues to supervise the work and inspect the completed film. In addition, they have cooperated in the Hall of Records long-term program of securing insurance copies of major county series, both by filming a number of these series and inspecting the microfilm copies of others prepared for us by the counties. During the period under review, they either filmed or inspected 2,699 rolls of 35mm. microfilm and delivered them to the Land Office. In the same period, they also filmed or inspected 1,407 rolls of film containing insurance copies of land and probate records for the Hall of Records.

That the impact of the records management program has not been confined entirely to Maryland is evidenced by the many requests which have been received from other states and the Federal Government for information relating to the program or for assistance with records problems. During the past year information or assistance was provided the states of Illinois, Michigan, Minnesota, North Carolina, Ohio, and Wyoming, as well as the Territory of Alaska and the County of Los Angeles. Assistance in the preparation of a manual for State and local governments concerning records essential for the continuity of government in an emergency also was given the Federal Civil Defense Administration.

In this summary of the activities of the Records Management Division since 1953, the accomplishments of the past year have been presented with those of previous years. However, more detailed information regarding them may be found below.