

number, 1,314 cubic feet were transferred to the Baltimore Record Center; the remaining records were destroyed.

As a result of our efforts to reduce the quantity of records retained in the offices and storage areas of State agencies, 3,541 cubic feet of records from twenty-six agencies were accepted for deposit in the Record Center in Baltimore, and 405 cubic feet from seven agencies, in the Center in Annapolis. The small quantity of records transferred to the Annapolis Center was due to the smaller volume of records eligible for storage there and to the difficulty in transferring records from agencies located outside the State Office Building, because of the lack of suitable equipment for moving them into the building. Funds have been provided in the budget of the Superintendent of Public Buildings and Grounds for the purchase of a platform lift which should remedy this deficiency.

With the increased volume of records housed in the Record Centers, additional time was required to service them properly. Under authority granted in the retention schedule, Center personnel service the records from the time they are received until they are destroyed. This service includes shelving the records, maintaining the necessary control forms, providing reference to the records, microfilming records to be preserved on film, and supervising their destruction. In the course of the year 1,130 requests were received for record units or information from records in the two Centers. As our Record Center holdings increase, the number of reference requests will also increase.

Reduction in the bulk of records through the substitution of microfilm copies remains an important part of our records program. Microfilming is usually employed when the original would otherwise be retained indefinitely or when a security copy is considered necessary. This year 2,114,628 exposures were made for ten State agencies. The records microfilmed and retired, as well as those destroyed without filming from the Record Centers and from agencies of the State or local governments, amounted to 10,189 cubic feet. As in the past, we have continued to dispose of these unneeded records to various waste paper companies on a contractual basis. This year the State derived \$1,842.99 from this source, of which \$1,631.80 was returned to the general funds of the State. The remainder went to the Department of Employment Security which operates entirely on federal funds.

We again provided the Commissioner of the Land Office with microfilm copies of the currently recorded land records and the Depart-