

a records manager to supervise the program and a central microfilm unit is contemplated for the following year.

Although our efforts to improve the records management practices of local agencies were directed primarily toward providing for the orderly retention, no less than the orderly disposal of records, considerable time was devoted to advising and consulting with county officials on other records problems. As in the past, the Comptroller of the Treasury frequently asked our advice on the expenditure of funds for record equipment and services by the Clerks of Court and the Registers of Wills in the counties. While these officials operate on a county basis, in fiscal matters they are State officers and must secure the approval of the Comptroller before making any extraordinary expenditures. Representative examples of the requests for equipment and services reviewed by the Archivist and the Assistant Records Administrator during fiscal year 1961 are listed below:

<i>County Agency</i>	<i>Nature of Request</i>
Allegany, Register of Wills	Repairs to record books
Anne Arundel, Clerk of Circuit Court	Repairs to record books
Baltimore, Clerk of Circuit Court	Purchase of new Photostat machine
Calvert, Register of Wills	Repairs to record books
Charles, Clerk of Circuit Court	Employment of temporary camera operator to microfilm old land records
Frederick, Clerk of Circuit Court	Preparation of indexes of corporation record books
Harford, Register of Wills	Purchase of MRD-1 microfilm camera
Howard, Clerk of Circuit Court	Alterations to vault and purchase of cabinets, shelving, and other equipment
Montgomery, Register of Wills	Preparation of Index of dockets, 1798-1930
Prince George's, Register of Wills	Purchase of MRD-1 camera
Somerset, Clerk of Circuit Court	Repairs and rebinding of record books, including canvass covers
Washington, Clerk of Circuit Court	Purchase of Apeco autostat machine Employment of temporary camera operator to microfilm land records
Wicomico, Clerk of Circuit Court	Canvass covers for record books Rental of modification unit for microfilm camera to record by Copyflo method
Worcester, Clerk of Circuit Court	Microfilming of old land record books, 1850-1949