

the Public Records Examiner to participate in its deliberations. The objectives of the group are to evaluate the records, record forms, record procedures and tabulations used in each program of the Department and to determine whether those now used are really needed and are adequate or whether a more effective data system should be developed which will enable the functions of the individual programs to be carried on more efficiently. As much as two years may be needed before the review group has sufficient information on the many programs directed by the Department to report on its finding, but this will be more than justified if the results hoped for are forthcoming.

Near the end of the year the State Roads Commission asked us to review the recordkeeping practices of its many divisions with the view of establishing a central filing system for certain records. Although records schedules were prepared for all the records of the Commission in 1955, its offices then were located in six separate buildings. In 1958 the Commission moved into a new building with adequate space for all of its employees and many records which were formerly needed for the efficient operation of its widely dispersed personnel are no longer needed. The Commission also has undergone considerable reorganization since the schedules were established and a number of new programs have been initiated with the increased federal aid now received. Thus the schedules need to be reviewed and additional ones issued to meet the requirements of the agency.

Some attention was devoted to putting the remaining records of State agencies under schedule. Control over the disposition of 156 record series was established by the twenty-five schedules which were prepared. In addition, a number of schedules which were issued before the Record Centers became available, were revised to provide for the storage of the records they control at the Centers.

We again continued our efforts to reduce the quantity of non-current records retained in the offices and storage areas of State agencies in order to lower the cost of maintaining these records and to establish more effective control over them. In the course of the year 2,883 cubic feet of records from twenty-seven agencies were accepted for deposit in the Record Centers in Annapolis and Baltimore. This brought the total quantity of records in the two Centers at the end of the fiscal year to 7,040 cubic feet.