

## RECORDS MANAGEMENT PROGRAM

The Hall of Records continued to make steady progress in providing an effective records management service for State and County agencies, and was also able to increase the assistance given to municipal agencies.

Again this year we devoted considerable attention to the task of establishing control over State and local records by schedule. Since these records which represent vital interests of the government or the people and those that adequately document the operations of government must be preserved, it requires knowledge both of the agencies which create the records and the probable use to which they may be put. It further requires recognition of the public need to preserve records even though they may no longer be of value to the agency which created them. The cost of preserving the records in relation to their value must also be considered. To be meaningful, records schedules must be sufficiently detailed to insure their proper and easy use, and they must also be brought up to date from time to time in order to reflect any changes in the organization or procedures of the agency concerned.

During the year, eighteen schedules controlling 136 record series were prepared for State agencies, sixteen of these representing revisions of schedules previously issued for the State Roads Commission. The loss in November 1961 of the Public Records Examiner assigned to work with State agencies, and our inability to replace him during the year, prevented us from completing the review of all records of the Commission as had been planned.

Meanwhile the program of inventorying the records of Montgomery County, begun near the end of last year, was pushed to completion. Schedules were established for all the major agencies, and records which were no longer needed for current operations were transferred to the County Record Center or destroyed.

The success of the program in Montgomery County, an account of which appeared in the *County Officer*, published by the National Association of County Officials, led to a request from the City of Rockville, the county seat of Montgomery County, for assistance in establishing a similar program. Since a new office building was being constructed to house city agencies, work was begun immediately in an