

the Proceedings of the General Assembly of Maryland, which were filmed after each legislative day in order to provide insurance against loss or error by the printer or while in transit.

The Commissioner of the Land Office was again provided with microfilm copies of the currently recorded land records, and the Department of Assessments and Taxation with copies of current deeds for its tax map program. These records were filmed especially for the Hall of Records by the Clerks of Court or were a part of the projection print recording program carried on through Hall & McChesney, Inc. Our personnel supervised the filming, inspected the film, and delivered it to the Land Office. They also film the abstracts of mortgage releases which are forwarded to us each year by the Clerks in order that the security copies of the land records in possession of the Land Office may be complete.

As in the past, we continued to advise the Department of Budget and Procurement on requests from State agencies for the purchase of record equipment and services. Requests for filing equipment were reviewed to insure that all possible records had been transferred to the Centers or destroyed, and that the equipment thus released was utilized before the purchase of new equipment was authorized. The location of the Centers in the basement of the State Office Buildings and the reference service provided by our personnel have convinced many State officials that additional office files will not materially increase the accessibility of their records, and this has led to a substantial reduction in the number of requisitions for such equipment. Other types of equipment or services which are requested are examined to determine whether they are needed or are appropriate for the purpose intended.

The Comptroller of the Treasury also frequently asked our advice on the expenditure of funds for record equipment and services by the Clerks of Court and the Registers of Wills of the counties and Baltimore City. This year the Archivist and the Assistant Records Administrator reviewed requests from twenty-one officers of fifteen counties and Baltimore City. Among the items requested were microfilm cameras, microfilm readers, quick-copy machines, roller shelves, and plat cabinets, the purchase of new and the repair of old indexes, the re-binding and re-covering of record books, and the re-indexing of records and the re-copying of plats.