

of preserving records in relation to their value also must be considered.

Since the passage of the Records Management Act in 1953, we have established 400 schedules for the records of State agencies and institutions. For the most part, a single schedule governs all the records of an agency or of major departmental divisions or institutions, and it is prepared in sufficient detail to ensure that the agency knows when records are to be transferred to the records centers, to the archives, or destroyed. Although schedules have been established for almost all of the records of State agencies, this aspect of our work continues to require considerable time. As new agencies are created or the duties of existing ones are changed by legislation, additional schedules are necessary. As new records procedures are adopted, old schedules must be revised.

Encouraging progress has also been made in establishing control over the records of county, bi-county and municipal agencies. There is a basic difference between the State and local records program. Although local officials may not destroy records without first offering them to the Archivist, participation in our efforts to schedule all local records is voluntary. Most local officials, however, recognize the need for improved records control and are eager to cooperate. Work in this field was begun experimentally in 1954, but it was not until 1956 that an intensive effort was made to bring the records in the county courthouses under control. Attention was first given to the records subject to destruction in the offices of the Clerks of Court and the Registers of Wills. While this work was being pushed toward completion, we were asked to review the records of other county and municipal offices. Since 1956, we have established 250 schedules for county and bi-county agencies and twenty-three for municipal agencies. Our work in Montgomery County, one of the most populous in the State, has been particularly rewarding. Not only are the records of the county and of the city of Rockville now governed by schedule, but a records center houses the non-current records of the county.

As a result of the schedules issued since 1953, a total of 97,601 cubic feet of storage and filing space has been released in the offices of State, county, and municipal agencies. This is the equivalent of the space occupied by 16,000 four-drawer letter-size filing cabinets. In the Baltimore and Annapolis areas, records authorized for destruction have been sold to various waste paper companies on a contractual basis; in other areas of the State, they have been burned. The State has realized \$21,961.24 from these sales, of which \$15,175.25 has been returned to the General Funds of the State.

Until 1958, the lack of central depositories for records which must be maintained for a given period but which have little current usage