

and can be used for future index listings or consolidations. The Clerk can obtain permanent index sheets prepared by data-processing equipment whenever he requests them, usually when his daily index volumes are filled or after a stated period of time. He also may have several indexes merged or consolidated, or he may ask for a strictly alphabetical listing of names.

The advantages of data-processed indexes may be summed up as follows:

1. Ease of indexing by typewriter
2. Speed of indexing together all names from one instrument by listing all parties on the same daily index form
3. Accurate proof-reading of entries listed together
4. Corrections are made easily
5. Typewritten indexes for immediate use by searchers
6. Elimination of future costs for expensive re-indexing
7. Data-processed magnetic tape for security
8. Future consolidation of several sets of indexes by use of electronic data-processing equipment

The cost of data-processed indexes depends upon the number of instruments. It ranges from 42¢ for each instrument (averaging 2.7 names per instrument) in those counties where 20,000 or more instruments a year are indexed, to 60¢ per instrument in counties with less than 5,000. One print-out of permanent index sheets is included in this cost. Merging or consolidating several sets of data-processed indexes may be obtained at an additional cost of 2¢ per line.

Data-processed indexes for the land records are now used in four Maryland counties and three other Clerks have requested approval to contract for the service before January 1, 1966. While the service at present is on a contractual basis, the State may in future years utilize its own data-processing equipment to provide this service to the Clerks and Registers.

Although a great deal of time was spent assisting the Clerks of Court and Registers of Wills with the records problems described above, we also made progress in other aspects of our program. We