

again emphasized the control of records by schedule at all levels of government and the reduction in the quantity of non-current records retained in office and storage areas of State agencies.

During the year, forty-one records schedules governing 434 separate records series were established for State, county and municipal agencies, and 3,628 cubic feet of records were transferred to the Records Centers in Baltimore and Annapolis from State agencies. Even though these transfers increased the total volume of records housed in the Centers, requests for record units or information dropped slightly for the first time since the Centers were established.

Reduction in the bulk of records through the substitution of microfilm copies for the originals remains an important part of our records program. Microfilming is usually employed when the original would otherwise be retained indefinitely or when a security copy is considered necessary. This year, 2,539,413 exposures were made for State agencies. The records microfilmed and retired, as well as those destroyed without filming from the Records Centers and from agencies of State or local governments, amounted to 9,244 cubic feet. As in the past, we continued to dispose of these unneeded records to waste paper companies on a contractual basis. This year, the State derived \$3,949.83 from this source, of which \$1,876.97 was returned to the general funds of the State. The remainder went to the Department of Employment Security, which operates entirely on Federal funds.

We again provided the Commissioner of the Land Office with microfilm copies of the currently recorded land records, and the Department of Assessments and Taxation with copies of current deeds from certain counties 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. 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 respective Clerks of Court, so that security copies of the land records in the Land Office may be complete.

As in the past, we worked with the Department of Budget and Procurement on requests from State agencies for the purchase or rental of record equipment and services. In some cases, we were asked to review these requests at the time budget requests were made; in others,