

the review is made when the equipment or service is requisitioned, to determine whether it is needed or is appropriate for the purpose intended.

Earlier in the report, we mentioned our role as adviser to the Comptroller of the Treasury on the expenditure of funds by the Clerks of Court and Registers of Wills for record equipment and services. In addition to the requests already discussed, twenty-seven others were referred to us for review and recommendations. Among these were Photostat cameras, copy machines, roller shelves, filing cabinets, and the rebinding and recovering of record books.

Interest in our records management program for state and local agencies has not been confined entirely to Maryland. Each year we receive inquiries relating to the program or asking for assistance with records problems. Frequently these requests are from states or counties wishing to establish programs of their own. It is our policy to share our experience in this field with others whose objectives are akin to ours, and to encourage them to visit the Hall of Records to observe our program in operation.