

the future as the master building plan for Annapolis is implemented. By that time we expect at least part of the 100,000 square feet which has been requested for record center space in Annapolis and Baltimore to be available.

As in the past, we continued to serve as advisor to the Comptroller of the Treasury on the expenditure of funds for record equipment and services by the Clerks of Court and the Registers of Wills in the counties. This year there was a noticeable increase in the requests for photocopiers. Apparently this was due in part to the increased reluctance of title searchers to abstract from the record book by hand when a copy of the record could be secured inexpensively. Since it was often difficult to justify a copy machine in some of the smaller offices, we recommended that the Clerk and the Register and in some cases the County Commissioners share the cost of this equipment. In other cases the photocopier requested was justified on the basis of recording certain records on the machine. In these cases, we have limited the recording done on photocopiers to those record series with a short life span, such as Financing Statements, or to those in which the original instrument does not leave the recording office, such as the Equity Record. We have encouraged the Clerks and Registers to have photocopiers available since it is no longer practical for copies to be made on the typewriter by office personnel, nor is it reasonable to expect title searchers laboriously to abstract from the record book by hand.

**RECORDS MANAGEMENT STATISTICS
FOR FISCAL YEAR 1969**

Records Retention Schedules established or revised for State Agencies	16
Records Retention Schedules established for County, Bi-County, and Municipal Agencies.....	19
Total number of records series controlled by the above schedules.....	246
Records transferred to Record Centers (cu. ft.).....	5,687
Requests for Records or information from records in Record Centers	4,311
Records Destroyed (cu. ft.).....	14,541