

## RECORDS MANAGEMENT PROGRAM

This was a notable year for the Records Management Division. Our program was studied by the Governor's Operating Economy Survey. We were authorized to add two new members to our staff; our microfilm program was expanded; and legislation relating to the security microfilm program was enacted.

The Governor's Operating Economy Survey (GOES) consisted of fifteen reports containing details of and recommendations for the Executive Branch. The survey was financed and conducted by the Maryland business community to provide assistance in making the administration of State operations more efficient.

A member of the GOES team visited the Annapolis Records Center for two hours and a somewhat shorter period was spent in the Baltimore Center. From this survey, four recommendations were made relating to the records retention and disposition program administered by the Records Management Division. These recommendations were included in the *Report on Statewide General Service Functions* as follows:

### The Records Retention and Disposition Program Should Be Updated

To strengthen the program, the following recommendations should be put into effect:

- A. Establish controls with all State agencies requiring their cooperation in the field of records retention and disposition.
- B. Create positive liaison with each agency by the assignment of an employee to comply with the rules of the Records Management Program concerning records retention and disposition.
- C. Establish annual schedules for the review of records retention problems, checking of procedures and examination of files and filing cabinet usage by Public Records Examiners.
- D. Develop and schedule annual seminars, requiring the attendance of agency representatives for instruction on current procedures concerning records retention and disposition.