

Additional recommendations concerning records management activities were included in most of the reports for other State agencies. These recommendations concerned the overly detailed and duplicated records of the State Planning Department; microfilm programs for the State Department of Assessments and Taxation, the Department of Public Improvements, the Health Department, the Department of Education, the Fire Marshal, and the Department of Motor Vehicles; duplicated and overlapping accounting forms of the Department of Natural Resources, forms design and outdated records schedules for the Department of Licensing and Regulation; and a central file and microfilm program for the State Roads Commission.

The GOES survey is the first study of the State records program since the Records Engineering Incorporated Survey of 1953 that resulted in the establishment of this Division.

In our report to the Governor on implementation of the GOES recommendations, we took no exception to the observations included in the GOES report of difficulties with agency liaison, or the reasons for this difficulty. We did report, however, that the professional staff assigned to the program is limited to three — one Assistant Records Administrator, and two Public Records Examiners, a staffing level that has remained constant since 1954. In the intervening period, we have established and are operating the records centers in Annapolis and Baltimore and have enlarged the central microfilm, advisory, and consulting services. In general, we agreed with the program assessment and recommendations. We pointed out that the continuing reorganization of State agencies and the changes in records keeping practices, often as a result of automation, requires the constant updating of records schedules. We also mentioned our unsuccessful efforts over the preceding three years to obtain additional staff, an effort which, at that time, was still in the budgetary process. Happily, an additional Public Records Examiner was authorized for the coming year, to be assigned to the active supervision of the Baltimore Records Center and to the preparation of records schedules for State agencies in the Baltimore complex. An additional clerk/typist was authorized for the Baltimore Center for typing records schedules and for providing reference to the records, and to assist in the microfilm program.