

In a related attempt to update the records program, we began this year to prepare schedules on a short form, essentially a listing of record title and retention period. We plan to restrict the use of this form to the large agencies whose records have already been scheduled and need only updating. The long form will continue to be used for original schedules and for those agencies in which a narrative description of data flow will be of administrative value.

The Records Management Program continues to be based on the establishment of realistic records schedules. The basic goal of this Division is to have all the records of State government under the control of a records retention and disposition schedule.

The Records Centers are filled to capacity. The additional storage space gained when the Annapolis Armory parade area was turned over to our use at the close of the fiscal year 1968 has been helpful in relieving both the Baltimore and Annapolis Records Centers of material having little reference use. However, this area is now three-fourths filled and by the end of the next fiscal year, we will again be looking for additional space for agency records. During this fiscal year, we added some additional shelving where possible in the Baltimore Center by double shelving thus making a small amount of space available; this additional space is now completely filled.

During the year under review, significant expansion took place in the microfilm program of the Division. First, we acquired a computer-output-microfilmer to provide in-house COM service to State agencies. Second, we expanded our central microfilm program to include an engineering drawing project.

The Department of Budget and Fiscal Planning authorized this Division on May 12, 1970, to obtain and operate a computer-output-microfilmer (COM) on a service bureau basis for State agencies. An Eastman KOM-90 was leased and placed in operation on June 8 in the Annapolis Records Center.

The organization and application of this program, when it was carried on through a commercial service bureau, was described in the last Annual Report. Since the COM was received late in the fiscal year, another detailed examination of this program will be postponed until additional operating experience