

service, including COM. With the exception of our COM service, all of these services are supported by a budget appropriation to the Hall of Records from the general funds of the State.

The Records Management Program is based on the establishment of realistic records schedules in which we identify and describe the records of individual State, county or municipal agencies. These schedules provide for the retention of those records judged worthy of preservation, authorization for the immediate destruction of obsolete records, and continuing authority for the disposal, microfilming and transfer to the centers or the archives as appropriate.

The major objective of our records center in Annapolis and Baltimore is the prompt and orderly transfer of semi-active records from prime office to low cost storage areas. The centers release both space and equipment to more productive use and facilitate the eventual disposition of the inactive records.

In June 1971, we were assigned the space formerly occupied by the Board of Motion Picture Censors in the Baltimore State Office Building, providing much needed office space and an additional storage area. Since the storage area of this space will allow us to utilize shelving fourteen feet high, it will enable us to reduce the cost of housing semi-current records. However, additional records center space is needed if we are to cope with the ever increasing volume of records effectively.

We provide a consulting and advisory service to State, county and municipal agencies concerning space, records plans, problems and equipment. We initiate some studies, but more frequently participate in studies made with agency personnel or outside consultants.

The records retention and disposition schedules, records centers, and consulting service control to a large degree the great bulk of records that are now generated in the day-to-day operations of the State government. Their combined impact on records processed exceeds that of microfilm many times over. We have found that it is simply more economical in most cases to use the traditional records management tools in performing our assigned function. However, we have not neglected to use microfilm when appropriate.