

# **Maryland Manual 1979-1980**

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Publication, Inventory Management, and the Hall of Records Commission, which includes the Archives and the Records Management Division.

## PURCHASING BUREAU

Stanley J. Hanna, *Chief, Purchasing Bureau*

301 West Preston Street  
Baltimore 21201

Telephone: 383-3644

The Purchasing Bureau is responsible for the procurement of all materials, supplies, and equipment used by State agencies. The Bureau annually purchases commodities ranging from office supplies to medicines and food stuffs. Unless an item costs less than \$100 or is an exempted commodity, State agencies must submit to the Bureau a purchase requisition that identifies both the item and quantity requested. The item may be supplied in one of several ways: (1) drawing it from the State warehouse in Jessup, (2) ordering it through an open-ended contract that has been developed by the Bureau, (3) bidding the item through the Bureau as an individual requirement, or (4) ordering it as part of the Bureau's scheduled purchase program. Emergency purchases can also be made by an agency whenever the purchase is necessary to preserve human life or State property.

## TELECOMMUNICATIONS

Dayton W. Eddy, *Telecommunications Coordinator*

301 West Preston Street  
Baltimore 21201

Telephone: 383-4493

This Division is responsible for meeting the needs of State agencies for voice, teletype, radio, and other communication-related services. The Division's activities also include the management of the State's telephone system, MARCOM (Maryland Communications and Information System). It should be noted that the Division controls no funds other than those required for its own operation. While the Division provides advice, assistance, and recommendations to other State agencies, it has no authority to direct their telecommunication activities.

## PRINTING AND PUBLICATIONS

Kenneth B. Webster, *Manager*

301 West Preston Street  
Baltimore 21201

Telephone: 383-3261

This Division is responsible for the overall management of in-plant duplicating shops (which are operated by other State agencies), the establishment of central reproduction and graphic art facilities, and the supervision of commercial printing, graphic arts, and photocopier procurement. The Division provides advice and assistance to all State agencies in matters relating to graphic communication formats, materials, and production methods to ensure quality reproduction at the lowest possible costs. The Division also operates both a typewriter repair and a mail delivery service for State agencies located within the Baltimore Metropolitan area.

## INVENTORY MANAGEMENT DIVISION

William T. Robel, *Manager*

301 West Preston Street  
Baltimore 21201

Telephone: 383-7422

This Division was authorized by the 1977 General Assembly to provide more efficient use of the capital invested in statewide inventories, storage facilities, and transportation resources. The Division is responsible for planning and controlling inventories of materials, supplies, and foodstuffs. It establishes investment standards and controls for individual agencies to minimize the capital needed to satisfy their inventory requirements. The Division issues policies, regulations, and guidelines and provides technical assistance to State agencies on all matters involving controls, planning, storage, and distribution of inventories.

## HALL OF RECORDS COMMISSION

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*[Redacted], Comptroller of the Treasury;*  
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*Secretary:* Dr. Edward C. Papenfuse, *State Archivist, Archives Division*

Hall of Records  
P.O. Box 828  
Annapolis 21404

Telephone: 269-3915

## VETERANS CEMETERY PROGRAM

Robert V. Maring, *Manager*

State House  
Annapolis 21404 Telephone: 269-3428

The Maryland Veterans Commission was authorized by Chapter 504, Acts of 1973, to acquire sites for the purpose of establishing cemeteries for Maryland veterans honorably discharged from the Armed Forces of the United States, and the members of their immediate families. Funds appropriated were authorized by Chapter 775, Acts of 1974, to be used for the development of veterans' cemeteries rather than the acquisition of sites, since State land was to be used. The Commission was directed to supervise, maintain, and control such cemeteries established. The office of Program Manager was created for the purpose of supervising the development of the cemeteries and the establishment of procedures for the administration of the veterans' cemetery program. Maryland veterans' cemeteries are located as follows:

Eastern Shore — Dorchester County:  
Route 331 East of Preston

Cheltenham — Prince George's County:  
Route 301 Cheltenham

Rocky Gap — Allegany County:  
Off Route 40 Adjoining Rocky Gap State Park

Crownsville — Anne Arundel County:  
On Keidel Ferry Road in Whitney's Landing area

Garrison Forest — Baltimore County:  
Garrison Forest Road in Rosewood area

## MARYLAND VETERANS HOME COMMISSION

*Chairperson:* John F. McNulty, 1983

*Ex officio members:* Harry Hughes, *Governor*; James Clark, Jr., *President of the Senate*; Benjamin L. Cardin, *Speaker of the House of Delegates*.

*Appointed members:* Claude L. Callegary, 1984; Rodney Jones, 1980; Jack Satterfield, 1980; Robert Soodak, 1980; James P. Campbell, 1981; Charles R. Law, 1981; W. Leroy Maddox, 1981; Thomas M. Bailey, 1982; Michael Bonadio, 1982; David Z. Eaulc, 1983.

Daniel H. Burkhardt, *Secretary*, 1982

Old Armory Building  
11 Bladen Street  
Annapolis 21401

Telephone: 269-320

The Maryland Veterans Home Commission was created by Chapter 575, Acts of 1975, to provide a home for veterans in the State of Maryland. The Commission consists of twelve members, of whom one must be the Chairperson of the Maryland Veterans Commission. The Governor, the President of the Senate, and the Speaker of the House of Delegates serve as *ex officio* members. Eleven of the members are appointed by the Governor with the advice and consent of the Senate for four-year terms.

The Commission has selected a suitable location for the home and will maintain it. They are also to make the rules for the government and management of the home and to appoint its commandant. The Commission will report annually to the Governor and the General Assembly and make any recommendations necessary to carry out the purposes of the Commission (Code 1957, Art. 96 1/2, secs. 51-62).

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