

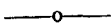
records have been deposited with the Hall of Records, the Commission is authorized to prepare certified copies and photographic reproductions upon request (Code 1951, Art. 41, secs. 153, 157; Code 1955 supp.; Art. 41, sec. 154). The Hall of Records is equipped to repair and restore records committed to its custody.

State agencies are required by law to establish a continuing program for the management of their records. The Hall of Records provides assistance and guidance in the development and furtherance of the State Records Management Program. The program provides for the use of records retention schedules which establish the period and method of retention of records. Such schedules must be approved by the Hall of Records and when destruction is recommended, must also be approved by the Board of Public Works. The Hall of Records is responsible for inspecting the records and records management practices of all State agencies and is also required to review the proposals for the purchase or rental of record equipment, storage space and services (Code 1955 supp., Art. 41, sec. 156).

The Hall of Records microfilms or supervises the microfilming of all current deeds, mortgages and releases recorded in the courthouses of the State which are required to be deposited annually in the office of the Commissioner of the Land Office. Copies of these films are also deposited with the State Tax Commission for use in the preparation of local tax maps. Limited facilities are available for the filming of records of the various State agencies.

The Hall of Records also maintains a library of official publications of the various State agencies, and all State agencies are required to deposit one copy of each official publication at the Hall of Records (Code 1951, Art. 41, sec. 121). The Hall of Records is further responsible for the editing and preparation of the MARYLAND MANUAL.

Appropriations	1955	1956
General Fund	\$90,596	\$92,393
Staff: 17.		



DEPARTMENT OF INFORMATION

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The Department of Information was authorized by the Board of Public Works in 1948 as a division of the Hall of Records Commission. In 1949, the General Assembly established it as a separate agency. The Department is the central agency for the dissemination of information concerning the State. Under law, the agency is empowered to collect and assemble data about Maryland and distribute it in the form of maps, films, photographs, pamphlets, posters, press and radio releases and by other means to the public in general and to institutions of learning in particular. It is further authorized to promote the interests of Maryland and its products. In this respect the Department serves as a center of information for the encouragement of tourism and vacation trade in the State (Code 1951, Art. 41, secs. 198, 199).

Appropriations	1955	1956
General Fund	\$35,575	\$37,226
Staff: 6.		