

The records formerly in the custody of the Land Office have now been transferred to the Hall of Records Building. The Hall of Records Commission serves as the official depository for the duplicate copies of subdivision plats formerly sent to the Land Office as insurance against the loss of the originals (Code 1957, 1966 Repl. Vol., 1970 Supp., Art. 17, secs. 59-62).

The Records Management Division of the Hall of Records operates a computer-output-microfilm (COM) service for State agencies. Thirty-five programs for seven agencies are now converted directly from magnetic tape to microfilm. The magnetic tapes are generated by Data Centers in Annapolis, Baltimore and Pikesville. Computer efficiency is increased from seventy-five percent to ninety percent by the use of COM print options. Over 200 computer hours are made available for other purposes each month through the use of COM. Data processed information is made more accessible through the use of microfilm. The program, offered through the Annapolis Record Center, is supported on a service bureau basis, with participating State agencies being charged for the number of microfilm images converted and the number of duplicate copies made.

Appropriations	1971	1972
General Funds	\$339,252	\$380,670
Staff: 1971, 31; 1972, 32.		

DEPARTMENT OF PERSONNEL

Henry G. Bosz, Secretary of Personnel
 Wayne W. Ransom, Deputy Secretary of Personnel
 Anthony M. Carey, Executive Secretary, State Board of Ethics
 Christ G. Christis, Assistant Secretary of Personnel for Retirement Systems
 Richard K. Coggins, Superintendent, State Accident Fund
 Betty W. Klare, Director, Examination Division
 Otto A. Klier, Director, Classification and Compensation Division
 James T. Manning, Fiscal Officer
 Robert E. Matthews, Special Assistant for Equal Opportunities
 Mario C. Pizzillo, Data Processing Manager
 William H. Schoenhaar, Director, Employee Training and Development
 Joseph Shane, Director, Employer-Employee Relations
 William J. Smearman, Director, Administrative Division
 James F. Truitt, Jr., Special Attorney IV
 Nathan F. Needle, M.D., Medical Director

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The Department of Personnel, created by Chapter 99, Acts of 1970, is the successor department to the State Commissioner of Personnel, established by Chapter 310, Acts of 1953. The position had been previously known as the Commissioner of Employment and Registration (Chapter 41, Acts of 1920). The head of the department is the Secretary of Personnel who is appointed by the Governor with the advice and consent of the Senate. The Secretary serves at the pleasure of the Governor and is directly responsible to him and by law, is charged with the responsibility of counseling and advising the Governor on all matters relating to State employees. The Deputy Secretary is appointed by the Secretary with the approval of the Governor, and serves at the pleasure of the Secretary (Code 1957, 1971 Repl. Vol., Art. 41, secs. 213-220; 1968 Repl. Vol., Art. 64A).