

PRINTING AND PUBLICATION DIVISION

Kenneth B. Webster, *Manager*

301 W. Preston St.
Baltimore 21201 Telephone: 383-3261

This division is responsible for operating two reproduction centers, including graphic art services and commercial printing and equipment. The Division advises and assists State agencies in matters relating to their in-house duplicating, graphic communication formats, materials, and production methods to ensure quality reproduction at the lowest possible costs. The Division also operates both a typewriter repair service for State agencies located in the Baltimore metropolitan area and a mail/courier service for State agencies located within the Baltimore and Annapolis areas.

INVENTORY MANAGEMENT DIVISION

William T. Robel, *Manager*

301 W. Preston St.
Baltimore 21201 Telephone: 383-7422

This division was authorized by the 1977 General Assembly to provide efficient use of the capital invested in statewide inventories. The Division plans and controls 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. The Division also manages the physical inventory and personal property disposal programs.

RECORDS MANAGEMENT DIVISION

Philip F. Schneider, *Records Administrator*

State Records Management Center
Routes 175 and U.S. 1
Waterloo 20794 Telephone: 799-1379

The Records Management Division develops programs and policies for the efficient management of the records of all departments and agencies of Maryland State government and provides assistance in the preparation of records retention and disposal schedules.

The Division operates a central Records Center located at Waterloo for the storage of inactive State records, which must be retained for specified

periods of time to meet the State's legal and administrative needs.

Chapter 981, Acts of 1978, gave the Records Management Division responsibility for coordinating the State's Forms Management Program and the forms management plans of each Department or agency to assure that the Department or agency uses only those forms which are necessary for its effective or efficient operation. At the close of each fiscal year, the Division prepares a consolidated annual report on forms management activities and submits it to the General Assembly's Joint Budget and Audit Committee.

The Division also offers cost reimbursable microfilm services to all State agencies, including both source document and computer output microfilming.

ASSISTANT SECRETARY FOR ENGINEERING

Eric S. Walbeck, *Assistant Secretary*

301 W. Preston St.
Baltimore 21201 Telephone: 383-3992

The Assistant Secretary for Engineering is responsible for the management and general direction of the Office of Engineering and Construction and the Office of Facilities Management. The Assistant Secretary coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services effectively meet the needs of the agencies served. The Assistant Secretary for Engineering and the Assistant Secretary for Operations constitute the Department's Procurement Review Board.

OFFICE OF ENGINEERING AND CONSTRUCTION

Marshal McCord, *Director*

301 W. Preston St.
Baltimore 21201 Telephone: 383-2444

The Office of Engineering and Construction provides State agencies with professional and technical services related to the design and construction of State public improvements, except those of the Department of Transportation. The functions of this Office are assigned to two divisions—Design and Approval and Construction Supervision and Inspection.

DESIGN AND APPROVAL DIVISION

Thomas H. Hamer, *Assistant Director*