

RECORDS MANAGEMENT DIVISION
(28.04.01.07)
FY1991 appropriation \$1,050,585
FY1991 authorized positions 26
William E. Taylor, *Records Administrator*
. 799-1930

MICROFILM LAB & RECORDS CENTER
Paul C. Lamberson, *Records Center*
Manager 799-1379
Francis Johnson, *Microfilm Supervisor*
. 799-1729

ASSISTANT SECRETARY FOR
TELECOMMUNICATIONS & INFORMATION
SERVICES
John C. White 225-4650

OFFICE OF TELECOMMUNICATIONS
MANAGEMENT (28.06.01)
FY1991 appropriation \$16,903,292
FY1991 authorized positions 48
Norman J. Martin, Jr., *Director* . . . 225-4210

TELECOMMUNICATIONS ACCESS OF
MARYLAND [TELECOMMUNICATIONS
FOR DISABLED INDIVIDUALS]
PROGRAM (33.03.01.06)
FY1991 appropriation \$115,127
FY1991 authorized positions 2
Willis J. Mann, *Director*
. 333-0680 (voice/TDD)
. 1-800-552-7724 (TDD)

GOVERNOR'S ADVISORY BOARD
FOR TELECOMMUNICATIONS RELAY
Michael Lee Moore, *Chairperson*, 1992

INFORMATION SERVICES DIVISION
(28.06.01.03)
FY1991 appropriation \$769,313
FY1991 authorized positions 11
J. Larry Gelineau, *Director* 225-4228
Fred Besche, *Chief* 225-4217

ASSISTANT SECRETARY FOR FINANCE &
ADMINISTRATION
Charles Brannan 225-1820

PERSONNEL DIVISION
Stanley M. Cieplak, *Personnel Administrator*
. 225-4985

FAIR PRACTICES DIVISION
Teresa D. Gee, *Administrator* 225-4270

OFFICE OF ADMINISTRATIVE & FISCAL
SERVICES
Basil Lambros, *Director* 225-4212

FISCAL SERVICES DIVISION
Dennis X. Flynn, *Chief* 225-4240

CONTRACT SERVICES DIVISION
Dorothy N. Neimeyer, *Chief* . . 225-4222

OFFICE OF MANAGEMENT ANALYSIS &
AUDIT
Charlene Sivert 225-4284
Janet Bast 225-4284

MANDATED REPORTS

- Annual Report to Governor due Dec. 1.*
- Annual Report to Governor on Equal Employment Opportunity Program due Jan. 1.*
- Annual Report to Governor & General Assembly on contracts for services exceeding \$100,000, and sole source, emergency and expedited procurements due Sept. 30.*
- Annual Report to Board of Public Works, Department of Budget and Fiscal Planning, & Office of Planning on comprehensive maintenance and repair due Dec. 31.*
- Annual Report to Board of Public Works & Legislative Policy Committee on effectiveness of Small Business Preference Program due Sept. 30.*
- Annual Report to Board of Public Works, Legislative Policy Committee, & Office of Minority Affairs on procurement contracts awarded to minority business enterprises due Sept. 30.*
- Annual Report to Joint Budget & Audit Committee on use of nonbudgeted or dedicated funds for capital construction projects due Jan. 10.*
- Annual Report to Joint Budget & Audit Committee, Department of Budget & Fiscal Planning, & Department of Fiscal Services on anticipated federal aid and requested increases due Aug. 15.*
- Annual Report to Office of Planning on proposed expenditures for capital improvements due June 30.*
- Annual Report of Governor's Advisory Board for Telecommunications Relay to General Assembly due Jan. 1.*
- Annual Report of Records Management Division to Joint Budget & Audit Committee of General Assembly on forms management due Sept. 1.*
- Quarterly Report to Secretary of Personnel on part-time positions.*
- Report to Governor & General Assembly on implementation of Recycling Plan due July 1, 1991.*
- Report to Secretary of Budget & Fiscal Planning & Legislative Auditor on account examinations of private care providers under State contract due periodically.*
- Report of Records Management Division to State Archives on series analysis of records held by State government units or officials next due July 1, 1995, & every five years thereafter.*