

STATE & LOCAL GOVERNMENT RECORDS

Kevin J. Swanson, *Director*
(410) 974-3862

State, county and municipal government agencies in Maryland may offer the State Archives all files, documents, and records not in current use.

State Government Records. The records of all State agencies, boards, and commissions that are abolished or that otherwise conclude their work must be transferred to the custody of the State Archives. By law, State agencies have their records placed on retention and disposal schedules. No public records can be destroyed without scheduling and the prior approval of the State Archives.

The State Archives shares responsibility with the Division of Vital Records of the Department of Health and Mental Hygiene for preservation of and access to vital records information (Code State Government Article, sec. 9-1015).

County and Municipal Government Records. All records that are in the courthouses of the State and that were created prior to April 28, 1788 (when Maryland ratified the U.S. Constitution) must be deposited at the State Archives. All current deeds, mortgages, and releases recorded in the courthouses of the State are microfilmed and preserved at the State Archives for security purposes. Limited facilities are available for the filming of records of State agencies. The State Archives also 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.

Rules and regulations promulgated in the Code of Maryland Regulations give the State Archives a role in the establishment of archives in local jurisdictions (COMAR 14.18.03).

STATE DEPARTMENT OF ASSESSMENTS & TAXATION

Lloyd W. Jones, *Director of Assessments & Taxation*

301 West Preston St.
Baltimore, MD 21201 (410) 225-1184
toll free: 1-800-462-1803
Property Tax Credit Programs: (410) 225-4433
Property Tax Credit, toll free: 1-800-944-7403
Maryland Relay Service: 1-800-735-2258

BUDGET (CODE 24.03.00)

Funds	FY1992 (actual)	FY1993 (actual)	FY1994 (approp.)
General	\$69,511,608	\$87,882,044	\$89,352,752
Total Funds	\$69,511,608	\$87,822,044	\$89,352,752
Staff			
Authorized	837	837	817
Contractual (FTE)	0	0	0
Total Staff	837	837	817

MANDATED REPORTS

Annual Assessment Ratio Survey Report.
Annual Report to General Assembly.
Copy of annual report by every cooperative to be transmitted to Department of Agriculture.

ORGANIZATIONAL STRUCTURE

DIRECTOR OF ASSESSMENTS & TAXATION

Lloyd W. Jones, *Director of Assessments & Taxation* (appointed by Governor) . . (410) 225-1184

ADMINISTRATION

William W. Saltzman, *Special Assistant to Director* (410) 225-1184

PERSONNEL

Emory E. Rudy (410) 225-1140

DEPUTY DIRECTOR

Ronald W. Wineholt (410) 225-1191

BUSINESS SERVICES & FINANCE DIVISION

(24.03.00.03)
FY1994 appropriation \$4,126,338
Dean W. Kitchen, *Administrator* (410) 225-1194

ADMINISTRATIVE OPERATIONS

Celestine Knight (410) 225-1194

CHARTER UNIT

Paul B. Anderson (410) 225-1350

PERSONAL PROPERTY ASSESSMENTS

Edward S. Muth (410) 225-1150

GROSS RECEIPTS & FINANCIAL FRANCHISE TAX

Spencer Merrick (410) 225-1940

PROGRAM DEVELOPMENT QUALITY CONTROL

William H. Riley III, *Assistant Director* (410) 225-1191

TAXPAYER SERVICES DIVISION (24.03.00.08)

FY1994 appropriation \$1,346,824
Robert E. Young, *Associate Director* (410) 225-4205

HOME OWNERS' & RENTERS' TAX CREDITS

. (410) 225-4433

MANAGEMENT INFORMATION SYSTEMS & MAPPING SUPPORT PROGRAM (24.03.00.04)

FY1994 appropriation \$1,779,178

MANAGEMENT INFORMATION SYSTEMS

Donald W. Lee (410) 225-1120

PROPERTY MAPS

Francis Gonc, *Supervisor* (410) 225-5765

REAL PROPERTY VALUATION DIVISION

(24.03.00.02)
FY1994 appropriation \$27,886,076
Joseph L. Szabo, *State Supervisor of Real Property Assessments* . . . (410) 225-1199

LOCAL ASSESSMENT OFFICES

(Local Supervisors of Assessments are appointed by Director of Assessments & Taxation from nominees of Mayor of Baltimore City, County Commissioners, County Council, or County Executive with approval of Council)

ALLEGANY COUNTY ASSESSMENT OFFICE

Dale Clark, *Supervisor of Assessments* (301) 777-2113

ANNE ARUNDEL COUNTY ASSESSMENT OFFICE

William F. Smouse, *Supervisor of Assessments* (410) 974-5709

BALTIMORE CITY ASSESSMENT OFFICE

Owen C. Charles, *Supervisor of Assessments* (410) 333-4600