

**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 subdivision and condominium plats.

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).

**GEOGRAPHICAL SERVICES**

Contact: Arian D. Ravanbakhsh (410) 974-3914  
 fax: (410) 974-2525  
 toll free (Maryland): 1-800-235-4045

Geographic records useful to planners, surveyors, title professionals, and others concerned with land use in Maryland are maintained by the State Archives. These materials include land records, surveys, plats of subdivisions and condominiums, and other court records. Reproductions of original documents and microfilm of many records, as well as scanned images in a number of graphic formats are available as are finding aids to assist in the use of these records.

**Survey Materials.** Many retrospective collections of survey materials are accessible on microfilm. The State Archives offers a subscription service furnishing aperture cards of plats received from the courts on a weekly basis.

**Land Records.** The State Archives distributes microfilm of land records on a subscription basis as they are received from the courts. Retrospective collections of microfilm also may be obtained.

For geographical services, the State Archives provides telephone reference from 8:00 a.m. until 5:00 p.m., Monday through Friday. In many instances, requests for information can be answered within 24 hours.

**STATE DEPARTMENT OF ASSESSMENTS & TAXATION**

Ronald W. Wineholt, *Director of Assessments & Taxation*

301 West Preston St. (410) 767-1184  
 Baltimore, MD 21201 fax: (410) 333-5873  
 Maryland Relay Service: 1-800-735-2258

Property Tax Credit Programs: (410) 767-4433  
 Property Tax Credit, toll free: 1-800-944-7403

World Wide Web: [http:// www.dat.state.md.us/](http://www.dat.state.md.us/)

**BUDGET (CODE EC00, formerly 24.03.00)**

| Funds                       | FY1994<br>(actual) | FY1995<br>(actual)   | FY1996<br>(approp.) |
|-----------------------------|--------------------|----------------------|---------------------|
| General . . . . .           | \$95,034,986 . .   | \$97,721,413 . . . . | \$98,105,827        |
| Special . . . . .           |                    |                      | \$ 61,389           |
| Total Funds . .             | \$95,034,986 . .   | \$97,721,413 . . . . | \$98,167,216        |
| <b>Staff</b>                |                    |                      |                     |
| Authorized . . . . .        | 817 . . . . .      | 819 . . . . .        | 798                 |
| Contractual (FTE) . . . . . | 0 . . . . .        | 0 . . . . .          | 0                   |
| Total Staff . . . . .       | 817 . . . . .      | 819 . . . . .        | 798                 |

**HISTORICAL EVOLUTION**

State Tax Commissioner, 1878-1914  
 State Tax Commission, 1914-59  
 State Department of Assessments & Taxation, 1959—

**MANDATED REPORTS**

*Annual Assessment Ratio Survey Report.*  
*Annual Report to General Assembly.*  
*Report to Senate Budget & Taxation Committee*  
*& House Ways & Means Committee on how*  
*personal property tax on banks effects local*  
*government revenues due Oct. 1, 1997.*

**ORGANIZATIONAL STRUCTURE**

**STATE DEPARTMENT OF ASSESSMENTS & TAXATION**

Ronald W. Wineholt, *Director of Assessments & Taxation* (appointed by Governor) (410) 767-1184

**COUNSEL**  
 David M. Lyon, *Counsel* . . . (410) 767-1280  
**PERSONNEL**  
 Emory E. Rudy, *Administrator* (410) 767-1140

**DEPUTY DIRECTOR**  
 John W. Douglass . . . . . (410) 767-1184

**BUSINESS SERVICES & FINANCE DIVISION**  
 (EC0003, formerly 24.03.00.03)  
 FY1996 appropriation . . . . . \$4,580,401  
 FY1996 authorized positions . . . . . 106.5  
 Dean W. Kitchen, *Administrator* (410) 767-1194

**ADMINISTRATIVE OPERATIONS**  
 Celestine Knight . . . . . (410) 767-1194

**CHARTER UNIT**  
 Paul B. Anderson . . . . . (410) 767-1350

**PERSONAL PROPERTY ASSESSMENTS**  
 Edward S. Muth . . . . . (410) 767-1150

**PUBLIC UTILITY & FINANCIAL SECTION**  
 Spencer Merrick . . . . . (410) 767-1940

**PROGRAM DEVELOPMENT QUALITY CONTROL**  
 William H. Riley III, *Assistant Director*  
 . . . . . (410) 767-1191