

EVALUATION OF RECORD EQUIPMENT AND SERVICES

We are called upon with increasing frequency by the Comptroller of the Treasury for advice with regard to requests by county clerks of court and registers of wills for permission to purchase record equipment or record services. During the past year we visited the following offices to examine records listed in proposals for repair, in order to determine whether the records needed repair and whether the method under consideration was the correct one:

Anne Arundel County Register of Wills

Prince George's County Clerk of the Circuit Court

Prince George's County Register of Wills

Washington County Clerk of the Circuit Court

Wicomico County Clerk of the Circuit Court,

We also visited the following offices for the purposes indicated: Baltimore City Register of Wills, to determine the need for additional shelving requested by that office; Caroline County Register of Wills, to assess the need for a microfilm reader; Harford County Clerk of Court, to determine the need for a new photostat machine requested by that office; Montgomery County Register of Wills, to make a general study of the records, recordkeeping equipment, and procedures of the office; Prince George's County Clerk of Court, to provide technical advice for improving the quality of microfilm being exposed by that office; Somerset County Register of Wills, to discuss his proposal to purchase new document drawers.

PUBLIC DOCUMENTS PROJECT

During the fiscal year 1955, 383 reports and publications were received. This decrease of ninety-six from the preceding year reflects a statewide cut in appropriations for publication purposes. The loss, therefore, was in current documents and not in back issues.

While we did not add any document of significant value to our collection during the year, we were able to complete the microfilming of reports held in other collections, originals of which we have been unable to procure. One hundred reports were microfilmed. Of this number, seventy-two were borrowed from the Department of Legislative Reference; the remaining twenty-eight were microfilmed for us by the Library of Congress, in exchange for which we microfilmed a like number of pages (approximately 2,000) for them.