

records made just prior to the initiation of the records management program, recommended that the State erect a central records depository, containing approximately 12,000 square feet of storage space. Since the State had already made plans for the construction of two new State Office Buildings, one in Annapolis and the other in Baltimore, the special commission appointed by the Governor to supervise the work of Records Engineering, Inc. suggested as an economy measure that record storage space be provided in these buildings. Subsequently, the State Office Building Committee approved the allocation of space for a records center in each building to serve the State agencies in each area. Five years elapsed, however, before the first building was completed and the Annapolis Center became a reality. During that time, make-shift storage was provided in the Department of Budget and Procurement Warehouse in a few critical cases, but most agencies had to retain non-current records in their offices or storage areas.

The two Centers are as similar in design as the areas allocated and the funds available permitted. The one in Annapolis occupies an area of 5,700 square feet and includes an office, microfilm room, search room and stack area. The Baltimore Center is larger, containing 7,100 square feet with the microfilm and research facilities located between the two sections of stacks. Air conditioning, asphalt tile floors, fluorescent or pendant lights and a smoke detector and fire warning system add to the utility and convenience of these fire resistant areas.

Funds for the purchase of equipment for the Centers were provided from the General Emergency Funds of the State. The steel shelving was made to our specifications by the State Use Industries operated through the Department of Correction and was purchased at about seventy per cent of the cost of commercial shelving. The sections of shelving are of standard dimensions—forty-two inches wide and thirty inches deep—with the ceilings permitting a height of one hundred inches in Annapolis but only eighty-four in Baltimore. The shelves were fabricated from sixteen gauge steel with additional support under each edge to increase their weight-carrying capacity. Additional braces link the sections together and offset the need for anchoring the ranges of shelving to either the floor or the ceiling. Together, the Centers contain sufficient shelving to house 19,061 cubic feet of records. To store the records on the shelves, a standard size cardboard record container with a lock-type bottom and an interlocking top was designed. This box can be assembled by the using agency without the use of tape