

ment of Assessments and Taxation with copies of current deeds for its tax map program. In all but three counties where special arrangements were made with the Department of Assessments and Taxation or Hall and McChesney, Inc. the records were filmed especially for the Hall of Records by the Clerks of Court or were a part of their projection print recording program carried on through Hall and McChesney. Our personnel supervised the filming in all the twenty-three counties and Baltimore City, inspected the completed film, and delivered it to the Land Office.

Some attention also was devoted to putting the remaining uncovered records of State and county agencies under schedule. During the year fourteen schedules covering 107 record series were established for State agencies and an additional fourteen were revised to permit the transfer of records to the Record Centers. In the same period thirteen schedules controlling 114 record items were established for agencies of ten counties.

As in the past, we worked closely with the Department of Budget and Procurement on requests from State agencies for the purchase or rental of record equipment and services. Among the requests received, the proposal for the establishment of a central data control center for the records of the Workmen's Compensation Commission was particularly interesting. This proposal was submitted by Remington Rand, Inc. and provided for the consolidation of all compensation records into a central data control center, utilizing open shelving and a terminal digit system for filing and finding case folders. It further provided for the design and creation of a master index file through the use of Soundex for reference to the central file. Because of the urgent need for a complete overhauling of the record procedures of the Commission and because the proposed system appeared to be an effective one, approval of a contract with Remington Rand for this project was recommended.

During the year, we also participated with the Department of Budget and Procurement in a survey of the duplicating equipment in the possession of State departments located in the Baltimore State Office Building. The purpose of the survey was to determine the feasibility of establishing a central duplicating service in the building. As a result of this survey, the Board of Public Works was asked to approve the centralization of the mimeograph and photocopy equipment of agencies in the building and to provide funds for the additional equipment and personnel needed. Initially, the duplicating service will be limited to