

and the use made of the Centers by State agencies may be found in the additional number of requests for records or information from records which were handled this year. These requests increased from 3,267 in F. Y. 1965 to 4,283 in F. Y. 1966.

The microfilming service provided to State agencies in the two Record Centers is an integral part of our records disposition program. Although microfilming is usually employed only when the original would otherwise be retained indefinitely or when a security copy is considered desirable, it may be necessary in the coming years to film additional records simply to save space and filing equipment. Many agencies also are becoming interested in microfilm in one form or another, as a part of their current records procedures, and procedural microfilming will undoubtedly play an important role in our program for the future. This year, 3,202,530 images were filmed for State agencies. Among these were the Proceedings of the General Assembly of Maryland, which were filmed after each legislative day in order to provide insurance against loss or error by the printer or while in transit.

As a part of our microfilm service, we again provided the Commissioner of the Land Office with microfilm copies of the currently recorded land records, and the Department of Assessments and Taxation with copies of current deeds for its tax map program. These records were filmed especially for the Hall of Records by the Clerks of Court or were a part of the projection print recording program carried on through Hall & McChesney, Inc. Our personnel supervise the filming, inspect the film, and deliver it to the Land Office. They also film the abstracts of mortgage releases, which are forwarded to us each year by the Clerks in order that the security copies of the land records in the Land Office may be complete.

In addition to our responsibility for the disposition of records and their care while not in current use, the legislation establishing the program made it the duty of the Hall of Records to inspect the records management practices of all State agencies and to review proposals for the purchase or rental of record equipment, storage space and services, including the microfilming and photocopying of records. In the discharge of these duties we have worked closely with the Department of Budget and Procurement on requests for the purchase or rental of record equipment and services, either at the time funds were requested