

With the increase in the volume of records housed in the Centers, additional time was required to service them properly. The service performed by our Center personnel includes shelving the records, maintaining the necessary control forms, providing reference to the records, microfilming records to be preserved on film, and supervising their destruction. During the 1961 fiscal year, 1,163 requests were received for record units or information from records in the two Centers. As the holdings in these depositories increase, the number of reference requests will also increase.

Reduction in the bulk of records through the substitution of microfilm copies remains an integral part of our records program. Microfilming is usually employed when the original would otherwise be retained indefinitely or when a security copy is considered necessary. This year 1,150,495 images were exposed for ten State agencies, a considerable drop from the production of last year. This was occasioned partly because it was impossible to use the automatic feeder on most projects undertaken and partly because we microfilmed the Proceedings of the General Assembly of Maryland after each legislative day of its ninety day session, in order to provide insurance against loss or error by the printer or in transit. The records microfilmed and retired, as well as those destroyed without filming, from the Record Centers and from State agencies amounted to 7,354 cubic feet. As in the past, we have continued to dispose of these unneeded records to various waste paper companies on a contractual basis. This year the State derived \$2,654.75 from this source, of which \$2,147.55 was returned to the general funds of the State. The remainder went to the Department of Employment Security which operates entirely on federal funds.

We have continued to work closely with the Department of Budget and Procurement on requests from State agencies for the purchase or rental of record equipment and services. These cooperative efforts have resulted in considerable savings to the State: first, by insuring that as records are moved out of expensive space and filing equipment into the Centers or are destroyed, the equipment released is utilized before new equipment is purchased; and second, by determining that the equipment or the service requested is appropriate for the purpose intended.

That the impact of our records management program for State and local agencies of government has not been confined entirely to Mary-