

trations are checked. Each station, due to the limited number of copies of the enforcement records, had to telephone to a central location for the required information on truck registration. It became obvious that microfilm copies could be used to advantage in each station. Accordingly, a semi-automatic microfilmer has been obtained and is operated by the Records Management Division to convert these records to film, and a Kalvar duplicator has been ordered to enable us to duplicate the camera film at high speed. Microfilm viewers have been obtained for each station, and all users have indicated their satisfaction with the new method.

It is now planned for the Records Management Division to assume responsibility for the duplicating and packaging of microfilm now being handled by a private company. When sufficient experience in these operations is acquired and a large enough demand exists, the State will rent a computer-output-microfilmer. This machine will be operated for State agencies by the Records Management Division. It is expected that this accommodation will strengthen the role of the Records Management Division in furthering the use of standard records management techniques.

Although participation in the development and implementation of the records systems described above required considerable time and effort, our other programs were not neglected. Most of these programs have been described in detail in previous reports, and information relating to them for this year can be found in the statistical part of this report. However, it seems appropriate to comment on at least two projects.

The microfilming of the patients' medical records for the University of Maryland Hospital, which was begun last year, has been continued. Initially this project involved the filming of approximately 55,000 case folders of patients who were discharged or died at the hospital during 1960 and 1961. Funds were provided by the hospital to hire temporary employees and to rent the microfilm equipment needed. The work was done under our supervision in the Annapolis Record Center. Upon completion of the project, the hospital asked us to film the records for 1962 and 1963 under the same arrangement, and we agreed to do so.

During the year a microfilm recording program for the land records in Anne Arundel County was also approved. The microfilm recording of land and financing records were first begun in 1966 in