

RESEARCH DIVISION

Dr. Myron H. Miller, *Chief*

Telephone: 841-3875

The Research Division researches factual issues for use in the law-making process in response to inquiries or requests from legislators, committees, and their staff. These requests may cover any topic of a nonlegal nature.

Research analysts are trained in technical disciplines and participate in a nationwide information network of universities, governments, private laboratories, research centers, and professional organizations. The Division also provides staff support to special legislative committees, joint task forces and commissions, and to the standing committees and their subcommittees on specialized issues.

COMPUTER AND PROOFREADING SERVICES DIVISION

Michael C. Coffin, *Director*

Telephone: 841-3787

The Computer and Proofreading Services Division operates data processing equipment for the preparation of bills, the entry and maintenance of data into the bill status system, and the preparation of several Departmental publications. These publications include committee hearing schedules, synopses of laws, and legislative indexes. The work of the Division's proofreading staff complements the Division's data processing.

DEPARTMENT OF FISCAL SERVICES

William S. Ratchford II, *Director*

Robert E. Brady, *Director, Division of Budget Review*

Joseph M. Coble, *Director, Division of Fiscal Research*

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The Department of Fiscal Services originated as the Fiscal Research Bureau in 1947 (Chapter 605, Acts of 1947). The Bureau was reorganized in 1968 as the Department of Fiscal Services (Chapter 456, Acts of 1968). The Department is the financial service arm of the General Assembly and operates under the policies and directives of the president of the Senate and the speaker of the House of Delegates, the Legislative Policy Committee, and the Joint Budget and Audit Committee. The Department provides staff services to the fiscal committees of the Legislature and to any commissions or committees that the General Assembly or the Legislative Policy Committee may appoint to study taxation or related questions.

Department duties also include the study and review of the State's operating and capital budgets during all phases of their development by the Executive and adoption by the Legislature, including an annual analysis submitted to the General Assembly. The Department prepares fiscal notes on all proposed legislation, an annual report on the fiscal impact of each legislative session, and an annual analysis of the State's bonded indebtedness. The Department studies the operation, administration, and effectiveness of State agencies and institutions, as well as State and local financial matters and fiscal interrelationships. It collects financial data on local governments, publishes an annual report on local governmental finances, and prepares evaluation reports required under the Regulatory Programs Evaluation Act of 1978.

The Department provides support services to the General Assembly through printing, bill distribution, telecommunications, and the intern and page programs. In addition, the Department administers a public affairs program that includes publications, audio-visual materials, the Maryland Annual art exhibit, and the Legislative Handbook series.

The Office of Legislative Auditor was established as the Office of the State Auditor in 1902 and 1929 (Chapter 257, Acts of 1902; Chapter 226, Acts of 1929). The Office of Legislative Auditor is responsible for conducting post audits of a compliance or performance nature of all departments, agencies, and institutions of State government, including the offices of clerks of court and registers of wills. Upon direction by the General Assembly or the Joint Budget and Audit Committee, the Legislative Auditor may undertake a management audit of a State agency or program or an audit of a private organization that receives State funds. The Office also reviews the audit reports of