

**Hall of Records**

St. Johns' St. and College Avenue

P. O. Box 828

Annapolis 21404

Telephone: 269-3915

The Hall of Records Commission was created in 1935 (Chapter 18, Acts of 1935).

The Commission is composed of the Secretary of General Services, the Comptroller of the Treasury, the State Treasurer, a State Senate member appointed by the Senate President, a House of Delegates member appointed by the House Speaker, the Chief Judge of the Court of Appeals, the President of the Johns Hopkins University or his designee, the President of the University of Maryland or his designee, the President of St. John's College or his designee, and the President of the Maryland Historical Society.

The Commission supervises and controls the Hall of Records, which consists of two main divisions—the Archives Division and the Records Management Division. All papers, records, relics, and other memorials connected with the early history of Maryland not required for the necessary operation of any other office are under the supervision of and belong to the Hall of Records Commission (Code 1957, Art. 54).

**Archives Division**Dr. Edward C. Papenfuse, *State Archivist*Dr. Gregory A. Stiverson, *Assistant State Archivist***Hall of Records**

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Public Searchroom Open Mon.–Sat., 8:30 A.M.–4:30 P.M.

The Archives Division, or Maryland Hall of Records, is the historical agency for the State of Maryland. It serves as the central depository for governmental records of permanent value. Among its holdings are colonial and State executive, legislative, and judicial records; county probate, land, and court records; church records; business records; State publications and reports; and special collections of private papers, newspapers, and maps. Records are stored in a humidity- and temperature-controlled stack area, and preservation requirements, including deacidification, lamination, mylarenencapsulation, and archival bookbinding, are undertaken by the staff of an in-house conservation laboratory. Records are made accessible to the public in a search room that is open six days each week, through photocopies pro-

duced in an in-house photolab, and through the interlibrary loan of microform. The Hall of Records produces a variety of finding aids and guides to records, as well as historical monographs, essays, and directories. A brochure describing Hall of Records publications and another giving guidance for doing research in the public search room or by mail are available on request.

The Hall of Records building opened in 1935. It is located on the corner of College Avenue and St. John's Street on the St. John's College campus in Annapolis. State agencies, counties, cities, and towns in Maryland are authorized to offer for deposit at the Hall of Records all files, documents, and records not in current use.

State agencies are required by law to have their records placed on retention and disposal schedules. No records of State agencies can be destroyed without scheduling and the prior approval of the Hall of Records Commission.

All records that are in the courthouses of the State and that were created prior to April 28, 1788, the date of ratification of the U. S. Constitution by Maryland, must be deposited at the Hall of Records. The records of all State agencies, boards, and commissions that are abolished or otherwise cease to function must also be transferred to the custody of the Hall of Records Commission.

All current deeds, mortgages, and releases recorded in the courthouses of the State are microfilmed and preserved at the Hall of Records for security purposes. Limited facilities are available for the filming of records of State agencies.

In 1947 the Hall of Records began to collect the publications and reports of State agencies. By Chapter 912, Acts of 1982, the Hall of Records receives State publications and reports under the State Publications Depository and Distribution Program. It is also an official depository for all codes published by local governments, both county and municipal (Code 1957, Art. 23A, sec. 9A; Art. 25, sec. 32A, Art. 25A, sec. 7; Art. 25B, secs. 7, 12). Since 1967, the Hall of Records has been a depository for charter amendments and annexations of municipal corporations (Code 1957, Art. 23A, secs. 9, 17, 17A and 19).

The Archives Division compiles, edits, publishes, and distributes the MARYLAND MANUAL (Code 1957, Art. 41, secs. 104-106). By Chapter 119, Acts of 1981, the Hall of Records is to prepare, edit, and publish future volumes of the *Archives of Maryland* series.

Chapter 488, Acts of 1966, transferred the functions, records, responsibilities, and employees