

LETTER OF TRANSMITTAL

October 25, 1948

TO THE HONORABLE
HALL OF RECORDS COMMISSION
ANNAPOLIS, MARYLAND

Gentlemen:

You will find in the following pages a detailed account of the work of the Hall of Records for the fiscal year 1948. Since this report is for our thirteenth year, there has been time for all of the work at the Hall of Records to fall into fixed categories. Moreover, we have had so much experience in each category that our product is uniform and characteristic. The only obvious measure, therefore, of the success of any year's work is quantity. Judged by this criterion we have had a good year. Our repair room and photographic laboratory have had their best year, the number of counties from which we received records was greater than ever before, we added two good works to our list of publications, and we were more active than ever before in the control of modern non-current records still in the creating offices. We did not add so many finding aids as in some other years because the need for typists in our publication program prevented. The use of our records by searchers remained about the same, but, of course, we have no control over this part of our work. We must be satisfied that we have more records in condition to be used and more finding aids to help those who would use them.

In addition to what we have come to consider our normal and proper activities, we added several projects during the course of the year. An act of the 1947 General Assembly requires every State agency to deposit at the Hall of Records one copy of each of its current publications. These publications have been catalogued, and, in addition, we have begun to gather a complete file of such publications because none is available for the use of the State in Annapolis. Where we are not able to find originals, we shall fill in with microfilm. At the request of Governor Lane the Hall of Records undertook a complete re-editing of the Maryland *Manual* for 1948-1949, and this work has just appeared. We were also called upon to assist in the creation of a new State agency, the "Department of Information," whose work is described in the special section of this report written by the first director of this agency.