

staff and on September 16, 1949, the Archivist reported to the Board that he did not consider the following records worthy of preservation:

Bills, Receipts, etc., 1910-1945, 5 cubic feet.

Transfers, 1920-1930, 1 cubic foot.

Population Figures, 1928-1930, 1 large folder.

The request of the Board for authority to destroy the records was approved by the Board of Public Works. The certificate of destruction is dated November 7, 1949.

MONTGOMERY COUNTY COMMISSIONERS (COUNTY COUNCIL)

Montgomery County is engaged in a thorough reorganization of its record keeping procedures. As part of the program the county officials wish to dispose of their useless records. The Archivist has cooperated with the county in the preparation of a schedule of destruction which covers four typewritten pages. It was approved by the Board of Public Works on October 4, 1949, but as yet no records have been destroyed.

PUBLIC WELFARE, DEPARTMENT OF

Last year, the Archivist reported that he had refused to accept certain inactive case records of the Baltimore City Department of Public Welfare. The destruction of the records was authorized by the Board of Public Works on April 8, 1949. On May 23, June 20, July 12 and 18, 1949, the following materials were delivered to one of the Baltimore City incinerators and burned:

Baltimore City Case Records, 1935-1944, 46,000 cases.

On March 8, 1950, the Director of the Department expressed the wish to establish procedures for the periodic destruction of similar records in the 23 local county agencies. The State Department regulates the record policies of the local welfare departments. Therefore it was determined that the above purpose could best be accomplished by issuing a directive to the local departments, requiring them to pull from their files annually case records which have been inactive for a period of five years and establishing a procedure for the destruction of such records. The directive was approved by the Archivist on March 31, 1950.

VETERANS' HOUSING COMMISSION

On June 30, 1949, the Executive director of the Veterans' Housing Commission notified us that the Commission was about to be abolished and inquired about the proper disposal of its records. An examination of the