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SURVEY OF STATE RECORDS

The General Assembly of 1952 appropriated \$48,000 to provide for a much-needed survey of the records and the record-keeping practices of the State government. The contract was awarded to Records Engineering, Incorporated of Washington, D. C., an organization of experts who had previously done similar work in the State of Virginia, in Montgomery County, Maryland, and elsewhere. The project got under way in April 1952 and was well advanced by the end of the fiscal year. At this writing all of the reports have been filed and recommendations have been made which if properly implemented by statute or otherwise should do much to solve many of our problems of space, disposal, microfilming, *et cetera*. A detailed account will be furnished you in my report for fiscal year 1953. I want to advise you at this time, however, that in accordance with your instructions I have served as Chairman of the Governor's special committee, appointed to maintain liaison between the State Government and Records Engineering, Incorporated. The other members of the committee are Mr. Joseph O' C. McCusker, Chief Deputy Comptroller, Mr. James G. Rennie, Director, Department of Budget and Procurement, and Mr. Michael J. Potthast, Assistant State Auditor. Mr. Robert M. Thomas, Assistant Attorney General, has acted as legal adviser to the committee.

RECORDS DISPOSAL

In order to inform the various agencies of the State about the correct procedure for disposing of non-current records and to prevent the unauthorized destruction of public records, the Board of Public Works on August 31, 1951, sent out a circular letter on the subject. Enclosed with this letter were copies of Sections 153, 154, 155 and 156 of Article 41 of the Annotated Code of Maryland (1951 Edition), which regulate records disposal. Shortly after this letter was mailed out, we received a number of inquiries for advice on the subject.

Elsewhere in this report, the project to survey the records of State agencies that was begun last spring is described. This, of course, will have a most important effect on the future handling of the record disposal problem. The addition of a Public Records Examiner to the staff should in the long run be of even greater significance; for, the recommendations