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MARYLAND'S RECORD HERITAGE: ASSESSING NEEDS AND OPPORTUNITIES

Maryland Historical Records Advisory Board, 1991

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MARYLAND'S RECORD HERITAGE: ASSESSING NEEDS AND OPPORTUNITIES

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Maryland Historical Records Advisory Board
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MARYLAND'S RECORD HERITAGE: ASSESSING NEEDS AND OPPORTUNITIES

INTRODUCTION

"Secure the Laws and records of your Country,
for the Advantage and quiett of ffuture Generations."

Gov. John Seymour
5 December 1704

Governor Seymour's admonition to Maryland's Provincial Assembly nearly 300 years ago remains a timely reminder of a responsibility that is fundamental to the survival of civilized society. Unless we take the steps necessary to preserve, maintain, and make available the documentary heritage we have inherited, we will have failed in our duty to pass on a collective memory to succeeding generations.

The recent observance of the bicentennial of the United States Constitution reminds us again of the crucial role documents play in our lives. The United States traces its democratic roots through documents: the Mayflower Compact, the Declaration of Independence, the Articles of Confederation, the United States Constitution, and the Emancipation Proclamation. In Maryland, we preserve the official record of our development through documents such as the Charter of 1632, the Act of Religious Toleration of 1649, the Bush Declaration of 1775, the Declaration of Rights, and the state constitutions of 1776, 1851, 1864, and 1867.

These are only a few of the major documents which are the foundation of our system of government. There are countless other less celebrated historical records that provide the basic structure for understanding local governments, businesses, organizations, and families. Documents protect our rights as citizens, ensure the sanctity of private property, and trace the lineage of our people. Whether they are government records, personal manuscripts, papers of private organizations, maps, newspapers, photographs, published documents, or a host of additional sources including electronic media, each element in our documentary heritage contributes to the rich mosaic that identifies us as a society.

Although few would dispute the value of historical records, we face a challenge which ultimately may determine whether this essential part of our cultural heritage will survive. The often haphazard, ad hoc way records custodians have collected and cared for historical documents is no longer an acceptable response to the challenge of preserving our collective memory. Historical agencies, large and small, need to develop cooperative collection and preservation strategies that promote the pooling of limited resources and resolve the many problems common to all repositories, regardless of size.

To pinpoint these problems and to find solutions, the National Historical Publications and Records Commission established a program to fund Historical Records Assessment and Reporting Projects in every state. The Maryland Project, conducted by the Maryland State Archives, began in January 1984. The goal of the project was to locate institutions with historical records and to assess conditions through questionnaires and on-site visits. The Maryland Historical Records Assessment and Reporting Project was not a records survey, but an evaluation of how institutions care for and provide access to Maryland's documentary heritage.

The project archivist was Stephen Cooper, a member of the staff at the Maryland State Archives. He was assisted by project intern, Lorrie Baker. The project began with the design and mailing of survey forms to 1538 separate institutions and agencies that the project staff determined to be likely repositories or producers of historical records. Thirty percent of the

recipients returned completed surveys. A simultaneous but separate survey of 1,531 Maryland churches and religious congregations produced only a 10% response rate. Although not considered as part of this report, the staff of the State Archives used these results in refining plans for its church records preservation program. The project archivist and intern then conducted on-site surveys of 99 representative respondents where they observed and photographed conditions, interviewed staff, and drafted site-visit reports. The project also collected and disseminated information through six regional meetings and through a project newsletter (See Appendix A for a sample of the meeting brochure). The records of the Maryland Project, consisting of administrative files, completed survey forms, and site-visit reports, now are available for inspection as MARYLAND STATE ARCHIVES, STATE HISTORICAL RECORDS ADVISORY BOARD (Assessment Project Files) [MSA S 1287, MdHR 50,722].

State Agency records were not encompassed in the project survey because I surveyed these records as part of the new State Archives building program report (1981). While Stephen Cooper and Lorrie Baker completed the survey for the Assessment Project, the law governing public records was rewritten and the State Archives became an independent agency in the office of the Governor (a year before the National Archives). The revised codification resulted in new rules and regulations governing the disposition of records and the creation of local government archives (see Appendix B). The revision in the statutes regarding the care and preservation of public records at the State Archives (*Laws of 1984*, ch. 286), required the Records Management Division of the Department of General Services to survey all State records, and report the findings in detail, agency by agency, to the State Archives every five years. The first report was filed in December 1985 and the second in the summer of 1990.

With the impending move to the new building in 1986, completion of the final report to the NHPRC was delayed until after we had adjusted ourselves to our new surroundings and could evaluate our ability to act upon the information gathered for the building program, the Records Management analysis of public records, and the NHPRC survey. Although this process has taken longer than anticipated, we have be able to assess the 1990 survey of State Agency records and to incorporate those results in this report. A review of the survey data indicates that most of the conditions observed by the survey team in 1984 remain an accurate appraisal of the current state of the records in private, local, and other repositories in Maryland.

Stephen Cooper and his successor as Deputy Coordinator of the Historical Records Advisory Board, Douglas McElrath, are the primary compilers of this report. They have taken into consideration developments since 1984 which have altered the outlook for historical records programs, such as the new museum services grant program of the Department of Housing and Community Development, input from the current and former directors of the State and Local Records Program, contacts with administrators of repositories across the state through the activities of the Education and Outreach Program, and suggestions made by participants in the Maryland Newspaper Project, the Maryland Committee on Preservation, the Ad Hoc Committee on Information Policy, and other discussion groups drawn from Maryland's cultural institutions. Final editing and preparation of the appendices was the responsibility of Timothy Pyatt, Director of Processing.

This report is divided into three sections. The first part discusses state government agency records with special emphasis on the programs of the Maryland State Archives. The second part concerns public records at the county and municipal level, while the final chapter examines historical manuscript collections in repositories such as museums, historical societies, public libraries, and colleges. Each major section in this report ends with recommendations for measures to build upon or improve historical records programs in the repositories under discussion. By suggesting practical solutions to the problems of historical records preservation and accessibility, this report can serve as a blueprint for new initiatives to meet the challenge posed by the conditions documented in the survey.

Edward C. Papenfuse
State Archivist and Commissioner
of Land Patents

February 1991

PART ONE
STATE AGENCY RECORDS

STATE ARCHIVES

The Maryland State Archives, established in 1935, is the historical agency for the state and serves as the central depository for permanent government records. Over the years, the Archives' leadership in public records programs has earned it accolades from many eminent observers including Ernst Posner who noted in *American State Archives* that "the Maryland Hall of Records enjoys an enviable reputation as one of the leading state archival agencies." Despite its past accomplishments, the State Archives must now adapt to new challenges and expanded responsibilities in its mission to preserve and make available Maryland's documentary heritage. From its inception, the Archives has been responsible for the retention, care, and servicing of permanent government records. This role has expanded dramatically following the move to the new Hall of Records building in July 1986. The State Archives is rapidly emerging as a leader of the archival and historical community in Maryland with programs whose impact will affect public and private records repositories across the state.

Many key factors support an effective and dynamic archival program. For a government archives, these include legislation that clearly mandates the scope of responsibility for government records programs, involvement in the appraisal process that decides the retention or disposal of records, and a facility for managing permanent records in an appropriate environment. Maryland is fortunate to have made significant progress in all three areas.

Legal Mandates

Maryland has a long tradition of statutory guarantees protecting the integrity of its public records. From colonial acts ordering the transcription and rebinding of record volumes to nineteenth-century laws endorsing and subsidizing the efforts of the State Library and the Maryland Historical Society to locate and preserve historically significant documents, Maryland's lawmakers never have lost sight of the responsibility articulated by Governor Seymour in 1704. The laws establishing and governing the Maryland Hall of Records Commission (*Laws of 1935*, ch. 18; *Laws of 1941*, ch. 825) built upon this foundation by mandating the collection of records from all levels of government. The legislation broadly empowered the new entity to collect "old court records, official documents, records, reports, old newspapers, church records, private papers, and other historical data pertaining to the history of the Province and State of Maryland from the earliest times."

By requiring that all records in the county courthouses created prior to April 28, 1788, the date Maryland ratified the United States Constitution, be deposited in the Hall of Records, the General Assembly ensured the creation of a core of important local records from which the fledgling agency could build its collections. These acts also stated that records in state and local government agencies not needed for office use should be offered to the State Archivist. Subsequent legislation expanded the responsibility of the Hall of Records to include the scheduling of records for disposal (*Laws of 1949*, ch. 755), and the development of a state records management program (*Laws of 1953*, ch. 436). These laws formed the framework within which the Hall of Records built its successful program described by Posner in 1964. (See Appendix B for the *Code of Maryland Regulations* governing Archives.)

As part of a reorganization and consolidation of state government in 1970, the Hall of Records, an independent agency since its inception, was made part of the new Department of General Services. Although this arrangement had the advantage of placing a small agency under the protective wing of a much larger department, the Hall of Records found itself in an ambiguous position when subsumed into the state's "housekeeping" agency. By the 1970s, the dramatic growth in state government activity during the twentieth century was accompanied by an exponential surge in the production of permanent records destined for eventual transfer to the

Hall of Records. This phenomenon, together with a remarkable increase in the level of reference demand, added urgency to the state's plans for its archival agency.

In 1984, the Maryland General Assembly enacted legislation (*Laws of 1984*, ch. 286) that reconfirmed the state's commitment to an effective archival program. The most important feature of this act was the establishment of the State Archives as an independent agency in the Executive Department. This move recognized the unique position of the Archives as an agency that served all three branches of state government and conferred upon it an enhanced status and visibility. The law restated the responsibility of the Archives to collect records from all levels of government and to "collect public and private records and other information that relate to the history of the province and state of Maryland from earliest times."

The Archives continued to have the authority to write rules and regulations governing records retention schedules and local archives, but the state's records management program was formally separated from the Archives and remained part of the Department of General Services. Soon after moving to its new building in Annapolis, the State Archives, with the full cooperation of the Department of Health and Mental Hygiene, was instrumental in drafting the Vital Records Act which became effective July 1, 1987 (*Laws of 1987*, ch. 373). This law established procedures for making birth and death records more accessible to researchers. (See Appendix C for a copy of the Vital Records Act.)

Records Appraisal

Before records ever reach the State Archives, they must be appraised to determine their suitability for eventual accessioning into the collection. Historical, legal, and administrative imperatives all constitute factors in the decision to retain or permit the eventual disposal of records. The essential tools for archival appraisal in Maryland are retention and disposal schedules governing the disposition of records. The State Archivist, in cooperation with the Records Management Division of the Department of General Services, is responsible for writing state regulations that oversee the process of scheduling records (*Laws of 1986*, ch. 286). A comprehensive review of these regulations, completed by the Archives and the Records Management Division in 1987, confirms the role of the Archives in appraising records that are still in the custody of the agency creating the records (*COMAR Title 14*, ch. 2, see Appendix B). These rules state that agencies shall prepare schedules and inventories of records series for review by the State Archivist. Retention schedules for permanent records specify that the records must be transferred to the State Archives. A retention schedule is not official until it is approved in writing by the State Archivist. These regulations apply to the approximately 1,500 retention schedules from state, county, and municipal agencies currently in force .

New Hall of Records Building

Perhaps the most important development in the improvement of historical records programs in Maryland has been the construction of the new Hall of Records building in Annapolis. In August 1986, after fifteen years of planning, the Maryland State Archives moved to its new facility. One of the benefits that emerged from the process of arguing for a new Archives building was the development of a comprehensive analysis of the state's future archival needs. The Archives, in effect, began conducting an assessment of historical records programs in Maryland from the mid-1970s onward. This report thus stands as the culmination of a long process in which the staff at the Archives and state officials have defined the role of the State Archives as the state's principal historical records repository.

Maryland's commitment to adequate facilities to support a strong state archival program is not a recent development. The first Hall of Records building, opened in 1935, was conceived as part of the Tercentenary (300th) Anniversary of the founding of Maryland. It gained almost immediate notice for its state-of-the-art design and for many years was a model for other states planning new archival facilities. Designed to hold 40,000 cubic feet of records, it was filled to capacity by the early 1970s. An overflow of permanent records was stored under inadequate conditions in a state warehouse in southern Prince George's County and an unknown quantity of records awaiting transfer remained stored with individual state

agencies. Maryland had reached a crossroads where the Hall of Records could either:

a) continue as a storehouse for colonial and early 19th century public records of primary interest to a rather small clientele of scholars and genealogists; or

b) build upon its promising start and become an institution that reflected the dynamic growth in the responsibilities of state government at a time when there was an equally dramatic democratization in the interests of researchers seeking access to historical records.

By selecting the latter alternative, Maryland set the course for a strong and innovative Archives that assumed the leading role in the state's historical records programs. As perhaps the crowning achievement in the celebration of the 350th anniversary of Maryland's founding, the State constructed the new Hall of Records Building in Annapolis.

The new Hall of Records Building offers an ideal environment for the storage, preservation, and use of Maryland's historical records. The storage area holds 180,000 cubic feet of records in four general stack areas. By utilizing compact shelving the Archives stores a large amount of records in a relatively small space. The stacks are kept at a constant temperature of 60 degrees F with relative humidity set at 50%. A dedicated head water sprinkler system provides fire protection in these areas.

The general stacks are augmented by special collection rooms with 20,000 cubic feet of storage for photographs, negatives, security copy microfilm, rare books, maps and other oversize material all equipped with specialized compact shelving. Protected from fire by a halon gas system, the photographic storage areas are kept at a temperature of 50 degrees F and a relative humidity of 30%, while climate conditions in the oversize material room match those of the general stacks. Security for the building is provided by a closed-circuit television monitoring system, motion sensors, and alarmed doors all controlled by a central guard station manned by trained security personnel around the clock, seven days a week.

Holdings

The Maryland State Archives divides its holdings into four broad categories that are the fundamental units for identifying the records. The first level of description at the Archives is one of four categories: state agency series (STAGSER), county agency series (COAGSER), municipal agency series (MUAGSER), or special collection of nonpublic historical manuscripts (SPECCOL). The next descriptive level is the name of the agency that created the record, followed by the series title. Further refinement of the descriptive process includes identification of the series unit, folder listing, and occasionally the individual document within a series, such as the item inventory of the Maryland State Papers and the Scharf Papers which now are indexed in databases consisting of 47,761 items.

Maryland is fortunate to have one of the most complete collections of colonial-era government records of the 13 original states. By making available in one place the records of the colonial Governor and Council, Provincial Assembly, Provincial Court, Chancery Court, Court of Appeals, Prerogative Court, Land Office, and the various county courts, the Maryland State Archives offers researchers a unique glimpse of life in Maryland during its first century and a half of existence. Students of the American Revolution will find a rich source in the Archives' Maryland State Papers series of official records documenting the state's emergence as a sovereign entity during the crisis of its break with Great Britain.

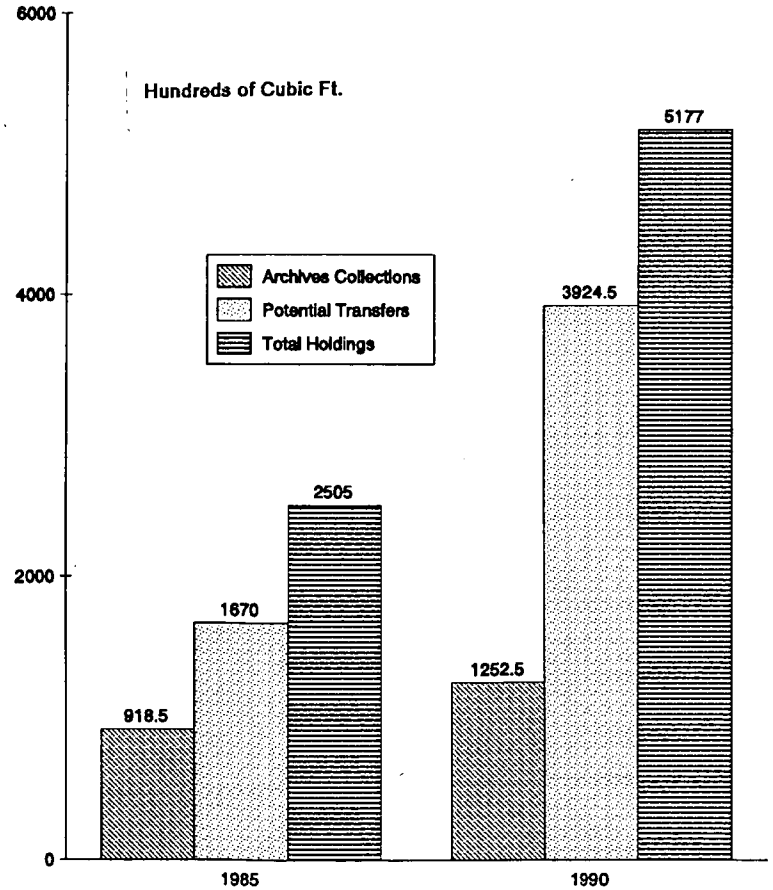
State records since 1788 include major nineteenth-century files from executive agencies such as the offices of the Governor, Adjutant General, Treasurer, Comptroller, Secretary of State, and Land Commissioner. State judicial records from the General Court, the Court of Appeals, and the Chancery Court are dwarfed by a very large collection of local court records. These include marriages, land transactions, tax assessments, civil and criminal actions joined with local probate records from the county Registers of Wills as the main sources for research by local historians and genealogists. In recent years, the Archives has placed a major emphasis on acquiring local equity papers from the nineteenth and twentieth centuries. These court cases involving matters as diverse as disputes over inherited

land, mortgage foreclosures, or divorce provide a level of insight into the daily lives of Marylanders not usually associated with court actions. Equity papers remain a massive but largely untapped resource that should become a focus of future research.

Figure 1

Maryland State Archives

Permanent Records Disposition



State and Local Records

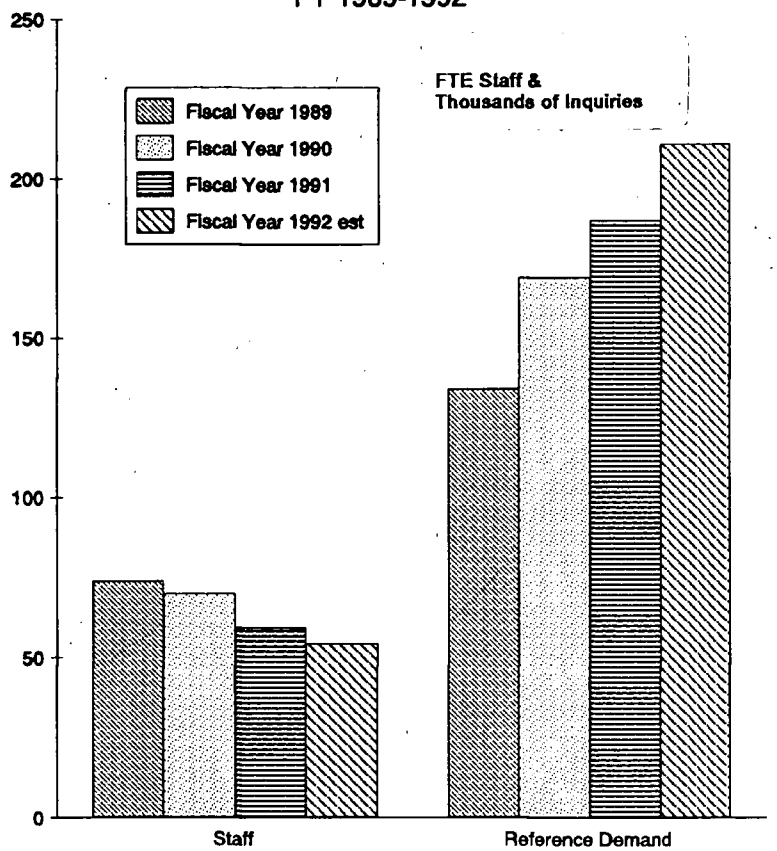
The State and Local Records program is responsible for the management of the permanent records of state, county, and municipal government. Its functions have included appraisal, physical transfer, processing, description, and shelving. In addition, State and Local Records has assumed some of the burden for reference service for specific types of records. This program is the primary point of contact between the Archives and the various agencies producing permanently valuable records. The program director is a senior archivist who reviews all records retention and disposal schedules and makes recommendations to the State Archivist on decisions regarding the final disposition of government records.

To assist the orderly transfer of permanent records, State and Local Records maintains complete files of the preliminary inventories required of all series entering the Hall of Records building. This program also has responsibility for maintaining the computer-generated TRANSER databases for records series that are transferred to the Archives, but are not fully processed. The TRANSER database records the agency of origin, series name and control number, date span, as well as shelf location. Recently the Archives has started to use this database to monitor the volume of the records transferred.

Since moving to the new building, State and Local Records has seen its functions expand and change. A primary focus after the move was the transfer of an estimated backlog of 58,000 cubic feet of records which the Archives had been unable to accept in its old facility. The case files of the state's District Court system dating from 1970 to the present were the largest element in these transfers. The current nature of these records required an expansion in retrieval and copy services for the courts themselves and for individuals who often needed certified copies for employment purposes. This dramatic increase in requests for modern court records in addition to demand for access to vital records has outstripped the capacity of a reference program designed to provide more traditional genealogical research services. As a result, State and Local Records assumed primary responsibility for timely response to requests for twenti-

eth-century records. Despite a steady increase in staff assigned to State and Local Records, the program has struggled to stay abreast of reference demand. (See figure 2 for staffing statistics.)

Figure 2
Maryland State Archives
Staffing and Reference Demand
FY 1989-1992



Special Collections and State Publications

Part of the State Archives' legal mandate is to collect private records as well as public records that relate to the history of the province and State of Maryland (State Government Article, Sec. 9-1010, *Annotated Code of Maryland*). The State Archives has a policy of nonoverlapping collecting in cooperation with other repositories such as the Maryland Historical Society. Private papers relating to individuals who served in Maryland government, historical records relating to Annapolis, religious records, and architectural drawings by representative Maryland architects are part of the Archives' holdings. Religious records, especially records recording births and deaths prior to 1875 for Baltimore City and 1898 for remaining portions of the state, are of particular importance to the Archive's program. The Archives conducts a preservation microfilming program for religious records in conjunction with religious and other interested organizations. Staff from the State Archives also is available to assist in cooperative seminars for church historians. The Registrar of Special Collections has created gift and deposit agreements that can be used as models for other institutions. In addition to the private records mentioned above, the Archives serves as one of five principal depositories for state publications. It maintains a descriptive database of all published and unpublished state materials received.

Processing

In 1990, the Maryland State Archives implemented a major reorganization in which the records processing function was assigned to a new program headed by a senior staff archivist. This reorganization permits State and Local Records to concentrate on appraisal, transfer, and reference. The new program faces a growing backlog of unprocessed records accessible only through preliminary inventories. Also assigned to this program is the responsibility for holdings maintenance projects where fully processed and described records series are flattened, refoldered, and reboxed in acid-neutral containers. This activity is assigned to the Conservation Lab staff, and thus requires close coordination between the Preservation Officer and the Director of Processing.

Ideally, record series move from TRANSER to appropriate treatment or assessment in the Conservation Lab, and then are fully processed and managed through one of the Archives' databases, such as STAGSER or COAGSER. Because staffing for processing projects comes primarily from contractual employees and summer interns for which State funding is limited, the program director also is responsible for seeking alternative sources of funding for finding aids, such as grants from the NHPRC and NEH.

Preservation

The State Archives preserves documents and their contents through dual programs of conservation and photoduplication. The conservation program deals with the physical treatment of documents through aqueous and nonaqueous deacidification, polyester encapsulation using ultrasonic welding, mending, cleaning and mold removal, phase boxing, and archival binding. Activities in the Conservation Lab are closely coordinated by the Director of Processing to ensure that all records in the building are properly housed in acid-neutral containers.

The photoduplication department handles the preservation of information by copying records onto another format. Preservation microfilming has been an active concern at the Archives since the 1940s and today an average 450,000 images are filmed annually. An in-house capacity for exposing and developing microfilm that meets archival standards has assisted efforts to preserve vulnerable categories of material. Heavily circulated records and materials that complement the Archives' collections receive the highest priority in the preservation appraisal process. Newspapers, church records, private papers, and manuscripts located in other repositories are examples of historical collections that have been filmed and accessioned into the holdings of the Archives.

The Archives is an active participant in the Maryland Newspaper Project which has preserved on film 181 separate titles of general circulation newspapers representing 1,271,617 pages. Records in poor condition are sometimes filmed, so that the original can be removed from circulation. Currently, the State Archives holds approximately 85,000 reels of security microfilm, with nearly 40,000 reels available in circulation copies. Other preservation copying entails color scanning of documents (privately funded) and special photography for quality reproductions for exhibits and publications.

Descriptive Access

The preservation of Maryland's historical records through excellent storage facilities and active conservation and photoduplication programs makes sense only if combined with efforts to improve access to the records. The Hall of Records has a distinguished tradition of producing finding aids that set professional standards for archival description. *Land Office and Prerogative Court Records* (1946) by Elizabeth Hartsook and Gust Skordas, the seven-volume *Calendar of Maryland State Papers* (1943-1958), and the *Maryland Board of Public Works: A History* (1984) by Alan Wilner are examples of classic finding aids from an era when the archival profession in America was still struggling to establish standards for archival description. In the mid-1970s, the Hall of Records also explored the use of early text editing technology in *An Inventory of Maryland State Papers, Volume One: The Era of the American Revolution 1775-1789*, which has evolved into a variety of index databases.

Based upon the exhaustive work of the Historical Records Survey (see Papenfuse, "A Modicum of Commitment," *American Archivist* 1973), these efforts were the foundation for current descriptive practices at the State Archives. In 1984, the need for intellectual control over collections prior to moving to a new building was the catalyst for an ambitious project employing computer data-processing capabilities to describe records at the series unit level. This comprehensive hierarchical analysis of all processed material was immediately useful not only as a tool to manage the assignment of locations prior to the move, but also as a source for series unit level descriptive information assisting both staff and users. Since the move, this descriptive structure has allowed the Archives' staff to achieve the same level of intellectual control over microform holdings, special collections, the reference library, state publications, and unprocessed material.

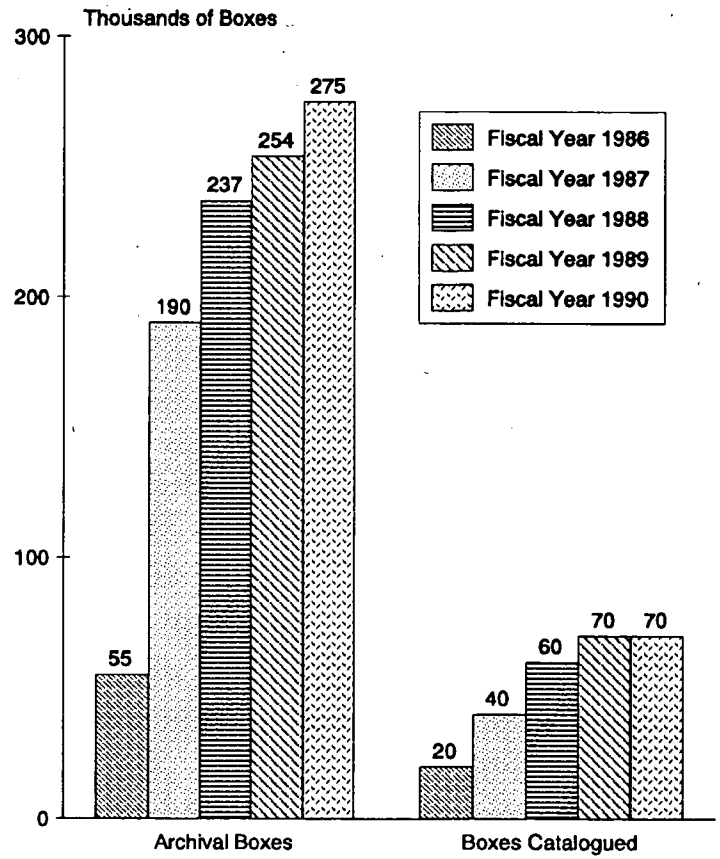
The Maryland State Archives is perhaps unique in its descriptive access to its unprocessed record holdings through the fully-searchable TRANSER databases. Since 1984, the staff has produced databases describing nearly 700,000 individual units within 7,183 records series representing approximately 140,000 cubic feet of material. Besides serving as a local in-house catalog, these databases are the source for published finding aids including the comprehensive *Guide to Records at the Maryland State Archives: A Comprehensive List by Government Agency and Record Series*, a 24-volume *Guide to County Records on Microform at the Maryland State Archives*, and *Newspapers of Maryland: A Guide to the Microfilm Collection of Newspapers at the Maryland State Archives*. (See Appendix G.)

Currently, the Archives is exploring the use of databases to produce folder and item level descriptions of series where that level of access is feasible. The Archives also is developing a project to produce histories of state agencies along with descriptions of the record series created by each agency. As a result of all these efforts, users of Maryland's public records now have unparalleled access to the processed holdings of the Archives. Yet, with the dramatic increase of record transfers since 1986, processing has not kept pace with acquisition. (See figure 3.)

Public Reference

No matter how efficient the management system for describing and keeping track of archival material, a professional staff is required to provide training in effective use by the public. Polite, efficient, friendly, and intelligent service is the hallmark of reference assistance in the Maryland State Archives search room. A six-month program for new reference staff ensures the best possible service to all researchers, whether they are scholars, genealogists, government officials, or individuals. This dedication to service not only has continued, but has increased in the new facility. Library assistants, added to the staff to provide record retrieval, allow archivists to spend more time answering reference questions. The new research room can comfortably accommodate sixty researchers as opposed to thirty in the old building, and the room has reached capacity on more than one occasion. Researchers in the public search room find enhanced access through self-service microform, reference maps and books, and finding aids in the form of computerized indexes and databases, as well as the more traditional card catalogs, published and unpublished guides, and manuscript volume indexes.

Figure 3
Holdings
1986-1989



The mail reference program offers similar services to patrons who cannot make personal visits. For a modest fee equivalent to one hour's research by a trained professional, staff members search various finding aids to locate requested information and arrange for photocopies of records. Out-of-town researchers can also gain access to records at the Archives by borrowing microfilm copies through the InterLibrary Loan system. The Archives lends up to ten reels of film to a qualified library for two months at no cost. The publication of comprehensive guides to microfilm holdings has assisted distant users in making requests that meet specific research needs.

Soaring reference demand at the Maryland State Archives also is attributable to transfers of new classes of permanent records to the new Hall of Records building. Possession of noncurrent vital records (birth and death certificates) and case files of the various District Courts have resulted in dramatic increases in reference work for both the search room staff and the staff of the State and Local Records program. In each year since 1986, all categories of the reference program have grown dramatically, at times straining the ability of the Archives to keep up with demand. In fiscal year 1990, 14,000 registered researchers used the public search room, more than twice the number from 1987. (See figure 4).

Education and Outreach

As an outgrowth of the many useful contacts made during the course of the State Assessment Project, the Maryland State Archives implemented an outreach program designed to assist small local institutions with technical advice and information. This program offers a variety of services ranging from simple consultation to more direct involvement by the Archives' staff in advising grant-funded records projects. On-site visits by the Outreach Director are an important aspect of the program as the Archives collects information on what services are most needed. The Outreach Director also serves as Maryland's Deputy Coordinator for the Historical Records Advisory Board and thus disseminates information on the availability of NHPRC grants. Additional grant support for records projects in small organizations is now available through the state's Museum Assistance Program. All proposals under this program involving historical records are reviewed by the State Archivist who attends meetings of the review panel.

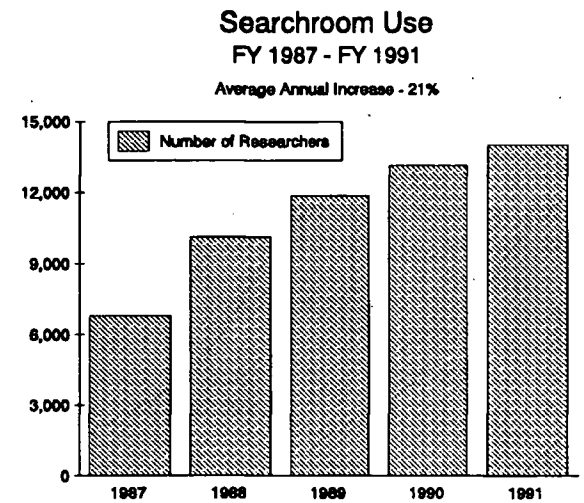
The outreach program has expanded since the move to the new building due to the availability of a conference room appropriate for use during tours and workshops. Court clerks, librarians, historians, teachers, and school groups all have used the conference room and toured the building. Groups have participated in workshops on collection management and conservation. In-depth building tours have proved to be a useful and interesting educational tool. Tours are designed to fit the needs of the group. For example, teachers are shown how original documents can be used to teach history, librarians learn more about the differences and similarities between archives and libraries, genealogists and historians see what happens behind the scenes in an archives that enables the researcher to use original records, and students discover that history can be fun and relevant.

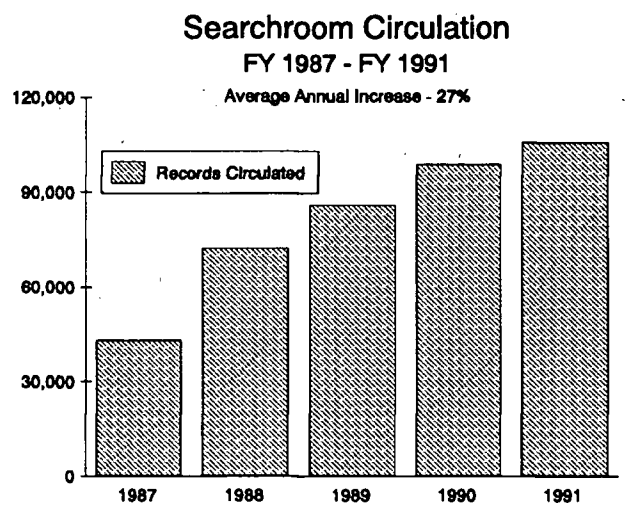
RECOMMENDATIONS

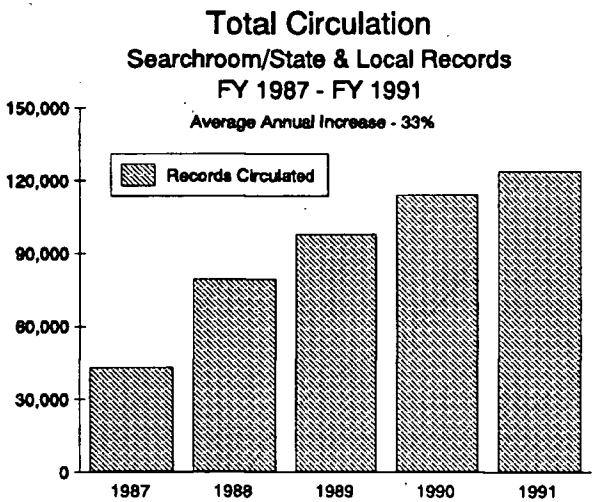
State and Local Records

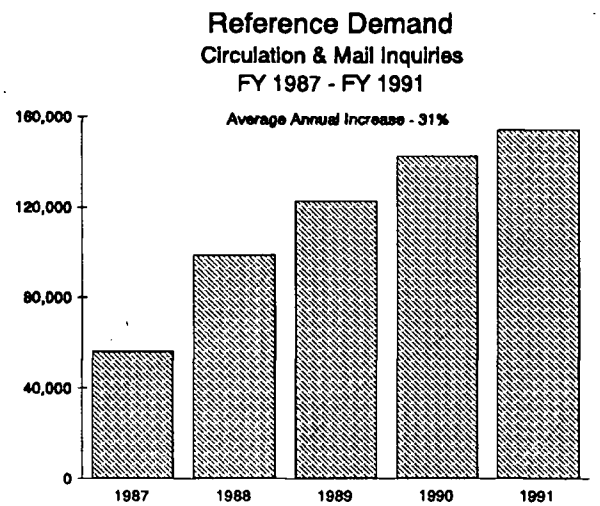
1. *The Archives must aim toward a more "proactive" approach in the appraisal of records. In evaluating the current rate of state records creation in Maryland, it is vital to ask whether those records documenting the highest levels of official planning and decision making are being scheduled for permanent retention. For example, what has become of the records of gubernatorial commissions and task forces whose reports are frequently the impetus for major new initiatives in state policy and legislation? These commissions are usually chaired by private individuals, and thus the primary sources for understanding how the government reached an important decision may be inaccessible in private hands. The Archives has the resources to identify these records through the information compiled every two years in the* Maryland Manual, *but lacks the staff to pursue their acquisition. The*

Figure 4
Searchroom Statistics









State and Local Records program should develop plans for contacting governors' task forces and commissions to ensure that their records will be appraised as part of the state's records scheduling process. It should also seek to answer the broader question of identifying other sources of permanent records that document important state functions. Indeed, it should become the State equivalent of the Congressional Reference Service, possibly describing its reference services as the Maryland Archives Government Reference Service

2. *As a tool for long range planning, the survey of state records conducted by the Division of Records Management of the Department of General Services every five years is an important source for allocating resources. State and Local Records should conduct a systematic analysis of each survey to determine what proportion of this material will come to the Hall of Records and when it will arrive. This analysis should help determine how the Archives will continue to fulfill its mission.*

3. *Electronic records in government agencies pose a critical challenge to archival programs. Failure to act decisively on the issue of electronic records threatens to make the last quarter of the twentieth century one of the least documented in recent history. To meet this challenge, the State Archives must cooperate with the Division of Records Management of the Department of General Services and other state agencies to develop a state electronic information policy that includes provisions for the retention of electronic records of permanent value at the State Archives.*

Preservation

1. *The State Archives should adopt a preservation master plan that sets priorities and defines the essential functions of its preservation programs. Such a plan should address what resources would be needed to identify all of the Archives' preservation needs on a series by series basis, including recommending what resources would be needed for basic holdings maintenance and restoration.*

2. *Plans for a preservation program should include participation in a statewide preservation program. One of the five priorities identified by the 1990 Maryland Governor's Conference on Libraries and Information Services ("Conference Paves Way for Libraries of the Future,"* Washington Post, *10 April 1990) was the need for statewide programs to preserve newspapers, local records, and other historical documents. The State Archives should continue to work with the Maryland Committee for the Preservation of Library Resources and submit an application to the National Endowment for the Humanities to establish a statewide preservation program. An important element in this program would be a cooperative effort by the Archives and other institutions, such as Johns Hopkins University, to provide preservation assistance and training. One project the Archives should advocate in a preservation program is the identification and preservation of scarce, brittle state publications and printed ephemera relating to Maryland history.*

3. *The Preservation Officer should take steps to develop a formal written disaster preparedness plan for the State Archives. Besides benefiting the Archives, such a plan could be used as a model by other Maryland repositories.*

Access

1. *The Archives processing staff should expand its program for producing agency histories and series scope and content analyses. By enhancing our understanding of government records and the agencies that produced them, this type of research and description will improve access. Potential users will be able to study agency histories and scope/content evaluations to determine whether certain series of records are likely to contain useful information. The staff at the Archives could use this information to make more informed appraisal decisions. In addition, this information must be described in a nationally accepted format, submitted to NUCMC, and entered into a national bibliographic utility.*

Reference

1. *The reference program should conduct a comprehensive analysis of how users approach research at the Archives. Particular emphasis should be directed to what sorts of assistance are most helpful to both the first-time and the experienced patron. This analysis should include a systematic review of orientation and informational literature. The Archives should also consider producing a new series of subject-oriented research guides that explain how to use effectively the agency and series structure found in descriptive finding aids.*

Education and Outreach

1. *The outreach program should make its highest priority the compilation and publication of a directory of Maryland's historical records repositories. This directory would identify those institutions and organizations with significant documentary collections. As a comprehensive guide describing services and collection strengths, the directory would fill an important gap in existing knowledge of historical resources. The directory would consolidate existing sources which include published national and regional directories, information compiled by the assessment survey, data available from a recent survey of historical and cultural museums sponsored by the state Department of Housing and Community Development, Division of Historical and Cultural Affairs, and the working files of the outreach program.*

2. *A primary goal of the outreach program should be application to NHPRC for a regrant program that targets the small and middle-sized repository that do not normally qualify for direct funding. This program should also support a series of regional workshops to discuss practical solutions to collections management, preservation, and access problems.*

3. *The outreach program should periodically reassess conditions in the field through meetings and site visits. Other sources of information for this assessment would be through meetings of the Maryland Caucus of the Mid-Atlantic Regional Archives Conference, the Maryland Historical Records Advisory Board, the review panel of the Maryland Historical and Cultural Museum Assistance Program, and other statewide panels. The program director should report the results of this assessment to the Maryland Historical Records Advisory Board which could then adjust program priorities to meet newly identified needs.*

4. *In promoting the study of and interest in Maryland history, the outreach program should intensify efforts to bring historical documents to the classroom. School children can learn important lessons from primary sources in ways that enliven and enlighten the study of history. Well-designed facsimile document packets and teaching units are effective vehicles for illustrating complex events and issues and can be an important tool for teachers seeking to supplement standard texts. The program should continue its work of developing new classroom programs with county public school social studies coordinators, the Maryland Council for the Social Studies, the State Department of Education, the Association of Independent Maryland Schools, and other organizations.*

5. *The assessment survey of local repositories revealed a dire need for better information on available sources of assistance in managing historical records. To meet this demand, the Archives' outreach program should establish a clearinghouse for information on the assistance programs of the National Endowment for the Humanities, Maryland Humanities Council, Maryland Historic Trust, Department of Housing and Community Development-Division of Historical and Cultural Affairs, National Historical Publications and Records Commission, Museum Services Corporation, and many other sources for grants. The distribution of this information may take the form of announcements in various professional association newsletters or through direct mailings to institutions identified in the Maryland Historical Repository Directory.*

DIVISION OF RECORDS MANAGEMENT

Established in 1953 as a part of the Hall of Records Commission, the Division of Records Management of the Department of General Services has, since 1970, been administratively separate from Maryland's archival program. The objectives of the Division of Records Management are to establish standards for the control, preservation, retention, and destruction of state agency records; to provide in the records center low-cost storage facilities for noncurrent records; to supply dependable and effective reference service for records stored and maintained in the State Records Center; to make available to state agencies on a cost basis a centralized microfilm service for both source documents and computer output; and to provide technical consulting services to state and local agencies in matters concerning records management which include: records creation and control, records preservation, records retention and disposal, forms management, microfilm applications, and records equipment needs.

The Records Management Division works actively with records officers and other officials in state agencies in developing retention schedules, educating staff on file and form management, and offering expert advice on all aspects of record keeping. By meeting with officials, writing records management manuals, and holding talks and workshops for state employees, the Records Management Division educates officials to deal with the large quantity of records generated by state government. Centrally located in Jessup, the Division offers 128,000 cubic feet of modern, climate-controlled storage space in its records center, constructed in 1983. Since 1984, the Division also is responsible for assessing and reporting on the volume and nature of records creation in a comprehensive survey conducted every five years.

Although primarily concerned with nonpermanent records, the Division of Records Management has developed a well-defined working relationship with the State Archives. The Division forwards retention and disposal schedules to the director of State and Local Records for review. Final approval by the State Archivist follows recommendations by the director. For example, 100 retention schedules and 153 disposal schedules were reviewed in 1990. Both agencies refer to each other appropriate inquiries.

INVENTORY OF STATE AGENCY RECORDS

The Maryland Historical Records Assessment and Reporting Project did not survey state agencies and their records because a comprehensive analysis of state records required by Maryland law was already under way by the Records Management Division (*Laws of 1984*, ch. 286). Starting in 1985, and every five years thereafter, the Records Management Division of the Department of General Services must submit to the State Archivist an analysis of the character and size of records series found in government agencies. The survey encompasses the records of all state agencies from the executive, legislative, and judicial branches of government, the circuit court clerks, and registers of wills (see figure 5 for the results of the 1990 survey). The analysis was conducted by sending survey forms to each unit of government, regardless of the size of the unit, requesting information on the size, format, and storage location of records already on retention schedules, and also on the scope and character of record series not on retention schedules. Records of predecessor agencies were also to be included in the survey responses. For a summary of the findings from the 1985 and 1990 surveys, see the "potential transfers" columns in figure 1 illustrating permanent records disposition.

This survey allows Records Management and the State Archives to plan for future growth in collections and to prepare for changes in the format of records, such as electronic media. The survey also demonstrates to government officials the legal and practical advantages of using retention and disposal schedules.

RECOMMENDATIONS

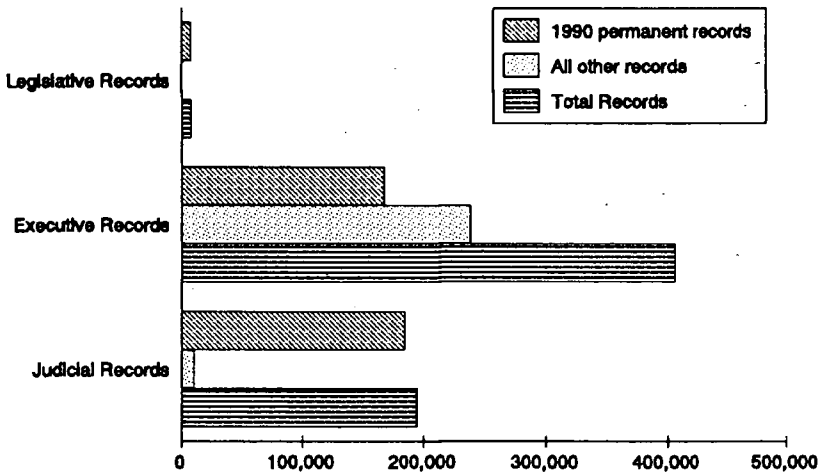
1. *In the Archives' analysis of the 1985 and 1990 state agency inventory, state agencies without retention or disposal schedules on file with the Division of Records Management were noted. The Archives can assist the Divi-*

sion in identifying agencies that have not filed schedules through the information compiled in the Maryland Manual. *Another problem found in the survey was the high level of uncertainty among agency records managers over the definition of a permanent record. The Archives should offer its services to the Division in planning training workshops for agency records managers. These workshops would provide the Archives with an ideal opportunity to inform state agency administrators of their responsibilities regarding records and to explain guidelines for appraising records. State agencies also could learn about procedures for arranging transfer of non-current permanent records to the Archives.*

Figure 5

State-Wide Records Inventory

(thousands of cubic feet)



PART TWO

RECORDS OF THE COURTS, COUNTIES, AND MUNICIPAL AGENCIES

Circuit Court Clerks and Registers of Wills

The functions of the modern offices of circuit court clerks and registers of wills date back to colonial county court sessions where Marylanders gathered to conduct public business. The records documenting this activity are some of the most highly-valued historical records in Maryland. Land records, marriage records, and the case files of criminal, civil, or equity law actions from the circuit courts together with guardianship records, wills, and other probate records from the registers of wills have been eagerly sought by scholars, legal researchers, local historians, title searchers, genealogists, and others exploring Maryland's past. Detailed surveys and descriptions of county court and probate records have been available to researchers through the work of the Historical Records Survey. The Hall of Records published a summary of these findings in the two-volume *County Courthouses and Records of Maryland* (1960-1963). More recent information on these records also are available in records retention schedules, in the descriptive series level databases maintained by the State Archives, the *Guide to Records at the Maryland State Archives*, and the 24-volume *Guide to County Records on Microform at the Maryland State Archives.*

Before the emergence of historical records repositories in the last one hundred years, the county courthouses were the point of access for county-level government records, and a reference function continues to be performed by the offices responsible for creating and maintaining the records. Occasionally ill-equipped to meet reference demand and unable to properly care for records that in some cases are nearly 300 years old, many circuit court clerks and registers of wills have worked closely with the State Archives to transfer custody of their older records. Others have been more reluctant to part with records created since the 1788 date set in the legislation establishing the Hall of Records.

The circuit court clerks and the registers of wills in each of Maryland's twenty-three counties plus Baltimore City are now state agencies whose records are governed by state laws regulating the retention and disposal of records. The records retention schedule for the Maryland Court System supplements specific state laws designating categories of records, such as land records, as permanent. Maryland law (*Annotated Code, Real Property Art.* Secs. 3-303 & 3-304) requires that the clerk send a microfilm or other copy of every document relating to land transactions to the State Archives. Upon request by the State Archivist, the clerk shall make a copy of the general index for the Archives. The Archives also receives a copy of every subdivision plat filed in the circuit courts. The records of the registers of wills also are governed by retention and disposal schedules that ensure the participation of the State Archives in the appraisal process. As with all public records, the State Archivist must approve any disposal schedule submitted by the clerks or registers.

Aside from these legal protections, the Maryland State Archives has, through its state and local records program, developed a close working relationship with the circuit court clerks and registers of wills. The annual meetings of the professional associations of both groups provide the Archives with a regular opportunity to reacquaint attendees with the services available to assist officials in fulfilling their legal responsibilities. The Archives has hosted meeting of the clerks, and the Director of State and Local Records stays in contact via telephone consultations. When time and resources permit, the director accepts invitations of clerks and registers to visit county courthouses to clarify procedures in appraising and transferring permanent records.

District Courts

In 1970, a state system of District Courts emerged from the reorganization of various local magistrates courts that had handled minor offenses and petitions not requiring juries. Maryland is divided into twelve Court Districts with jurisdiction over misdemeanors, traffic violations, and minor civil actions. The success of these courts can be measured by the almost immediate problem of finding space for rapidly growing collections of permanent case dockets. Insufficient storage at the Hall of Records forestalled timely transfers of older files, and the establishment of a District Court warehouse in Annapolis only delayed resolution of this problem. The opening of the new Hall of Records building in 1986 relieved the pressure for a time, but after transfers of 8000 cubic feet of District Court files, it became apparent that even the Archives would not be able to handle future transfers. In 1990, the District Court headquarters office, after consulting with records management experts and the Archives, began microfilming the original case dockets and designating these as permanent copies for retention at the Archives. Of particular importance to the Archives was the decision to conduct a retrospective conversion of files already transferred to the Hall of Records.

From an archival perspective, the conversion of paper files to microfilm often raises concerns over the completeness of the information transfer, but in the case of the District Court records, the staff of the State Archives had few reservations. Aside from solving what was a major storage problem, converting permanent files to film also answered preservation concerns. The District Court case dockets are actually annotated manilla folders inherently acidic in composition. The Archives was worried that over time these files would deteriorate and their value as records destroyed. Access also will be enhanced because the District Court will be maintaining a database index keyed to the microfilm copy.

County Agencies

The movement of population from the city to the suburbs has caused an increase in government at the county and local level. The counties today serve their citizens through a broad variety of functions: public safety, education, libraries, health, social services, planning and zoning, public works, inspections, licenses, environmental affairs, soil conservation, and agricultural extension. Yet the records of county executive and legislative bodies constitute a relatively small proportion of records in the State Archives. To better understand the status of these records, the Maryland Historical Records Assessment and Reporting Project focused considerable energy on the survey of the executive and legislative branches of county government.

Four hundred and forty-eight questionnaires were mailed to county agencies. The survey, designed to be quickly completed, asked for basic information about records in each office: volume, date spans, formats, types of record series, use of retention schedules by the office, and where the records are stored. One hundred and twenty-nine agencies returned questionnaires representing all twenty-three counties. The low response rate probably reflected the belief of modern service agencies that they did not have historical records. The number of responses varied widely from county to county. For example, the single response from Garrett County came from the Superintendent of Schools Office, and Somerset County agencies returned only two responses. The highest response rate came from the school systems. Educational agencies from nineteen counties completed the questionnaires.

Fifty-seven of the responding agencies had retention schedules for their government unit, and only three stated that the schedules were not followed. Most of the county agencies keep their records, both permanent and nonpermanent, in their office or in some other county storage area. Nineteen of the respondents kept their records in the care of another institution. These included the local historical society or museum, the county courthouse, and the State Archives. The type of record series were fairly standard from agency to agency. Most agencies keep minute books recording the proceedings of the governing body. All offices had budget and accounting records. Twenty-eight responses, mostly from school systems, listed photographs among their records. For example, one county Board of Education retains photographs of the old Negro schools from the

era of segregated school systems. Thirty agencies also listed maps and plats among their records, primarily from planning boards.

The lack of modern formats of records was a surprise. County government agencies seem to rely almost exclusively on paper. Only twenty-seven county agencies out of the 129 responding use microfilm. Even fewer offices are technologically advanced. Only seven reported having computer tapes and seven more stated that they have disks. Eighteen agencies had board minutes on cassette tape. Since 1984, two counties, St. Mary's and Montgomery, have established local government archives. Based on information provided by these archives, it is safe to assume that the situation in county agencies regarding nonpaper-based records has changed dramatically in recent years.

Most of the agencies which submitted a response to the questionnaire had been formed within the last forty years. Many, like the social service-oriented agencies, are only ten to fifteen years old. Forty-seven of the agencies only have records dated after 1941. The second largest group of agencies, twenty-five, have records starting between 1900 and 1941. Nineteen agencies have records that start between 1861 and 1900, although most of these records began after 1880. Only eleven of 127 respondents reported having records predating the Civil War. These older records are primarily from the Boards of Education and from the Boards of County Commissioners or County Executive offices.

The mail survey took a broad look at county agencies of all sizes and functions. The on-site visits concentrated on agencies that reported having older records. Nineteen agencies from fourteen different counties met with the project staff to discuss the care of historical records. Often the meetings included more than one agency. For example, in some counties one administrator maintained the records of a variety of offices such as county executive, county council, and finance. The project staff met with officials from six boards of county commissioners or county executives, and with representatives from ten boards of education or superintendent of schools. Staff members also visited one board of public works, one county treasurer, and one planning commission.

The on-site visits began with discussions of the Project, the role of the State Archives in the care of local records, and the services offered by the State Archives, followed by a tour of the records storage area and a discussion of the record keeping problems faced by county administrators. The visits concluded with the administrator describing record needs for the future and the immediate needs of the agency. County officials welcomed the visits by the project staff and usually greeted the project with enthusiasm. Faced with growing quantities of modern records, they are aware of the problems of preserving records.

Most county officials named three major functions that they would like to strengthen or add to their program. First, all the agencies agreed that they need a records management program to alleviate the records storage crisis in county offices, which means the development and implementation of records retention and disposition schedules, as well as files management. Second, the county agencies would like to add microfilm programs to save space and preserve the information contained on deteriorating paper records. Third, the county representatives expressed the need for larger or refurbished storage facilities. Although some agencies have retention schedules, one administrator stated that their retention schedule was used on an arbitrary and irregular basis.

County agencies are in need of records management programs, not only because of space problems, but also to protect the agency from destroying records that need to be kept permanently or for a specified length of time. County agencies are not equipped with the staff or expertise to set up and implement a retention schedule program nor are all their records stored in a fashion to easily lend itself to the development of a retention schedule. This is particularly true of inactive records stored in basements, attics, warehouses, garages, and barns. County officials hope to alleviate their space problems by developing microfilming programs. In fact, one county recently implemented a retention schedule that requires permanent and nonpermanent records to be filmed and the original record destroyed. The film copy of nonpermanent records is slated to be destroyed at a specified time.

County agencies need more expert advice before undertaking massive microfilming projects. For example, microfilming nonpermanent records is not cost efficient for all agencies. Records can be stored in a records center between twenty-five and thirty-five years at the same cost as microfilming them. For many county agencies, the lack of ample climate-controlled record storage areas would be relieved if they used retention schedules and disposal certificates and they took advantage of the services offered by the Division of Records Management and the State Archives, particularly the storage of records at both facilities.

In Maryland, by law, a mechanism exists for the proper disposition of permanent and nonpermanent records. In accordance with the record retention and disposal schedules, public officials must offer to the Archives any public record that is no longer needed for office use. A record may be destroyed only with the written approval of the State Archivist. The law governing the proper disposition of records makes the State Archives responsible for assisting local officials. Presently, the State Archives and the Division of Records Management take a passive role in working with county agencies, because neither state agency has the staff or resources to actively go to the localities and implement a records management program. If a local official requests assistance, the archives and records management offer as much assistance or advice on dealing with archival material as is possible given staff and resource limitations.

One new development for county records has been the recent emergence of archives in Montgomery and St. Mary's Counties. Like the Baltimore City Archives, established in 1978, Maryland's county archives grew out of older county records management programs. Administratively part of the county chief executive office, these archives collect only those local records that are not defined as state agency files. Local records such as those of the Circuit Courts, District Courts, Registers of Wills, and county Tax Assessors go to the State Archives instead of these new county archives. The county archives also function as records centers for nonpermanent records. By law, the State Archives is responsible for monitoring county archives to ensure that permanent records are stored properly and remain accessible for public use.

Municipal Agencies

The assessment project mailed a two-page questionnaire to the Mayor's Office of each of the 149 incorporated towns in Maryland. The Town Clerk or City Manager usually responded to the questionnaire. The survey asked for general information about the records of the town including the date spans, volume, availability of microfilm facilities, formats, types of records, availability of alternate storage areas, and the use of retention schedules by any of the units of the municipal government. Forty-three municipalities from sixteen counties responded to the mail survey. In addition to completing the survey form, the respondents indicated, to some degree, the problems they face and the possible solutions they recognize.

Five of the respondents use retention schedules for their records. According to the Division of Records Management, Department of General Services, only twelve municipalities in Maryland have retention schedules for some or all of their government units. Only one municipality, Baltimore City, has a combined archives and records management program.

One town clerk stated that "at one time old files were destroyed and no copies were retained." Obviously, the absence of retention schedules is permitting the raw material of history to disappear without a trace. Writing and implementing retention schedules and disposal certificates is a vital requirement for the effective operation of government offices. Before retention schedules can be written, the municipalities need assistance with organizing their files. As one town clerk noted on the survey, the town records are "not in easy access or great order." Municipalities have a real need for effective records management.

As expected, municipalities have common types of records and, for the most part, their holdings include all the records series named on the survey. Included were proceedings, accounting records, correspondence, personnel records, reports, maps, plats, case files, photographs, and budget records. Like county agencies, the municipalities depend on paper records. Only three towns and one city indicated that they used microfilm and only two towns and one city kept their proceedings on cassette tapes. Only one municipality in 1984 kept records on computer tape, disk,

videotape, or any other modern format. The mail survey illustrated a definite need for increased records management practices in the municipalities of Maryland. Responses showed that records have been lost to fire, neglect, or have simply been discarded.

Visits to the municipalities supported the findings of the mail survey. The project staff visited nineteen municipalities in nine different counties from all parts of the State. The population of the towns ranged from 141 to 43,811. Some of the towns have had little or no change in population in 200 years, others are in the middle of rapid development, and some face the prospect of rapid expansion in the near future. Town clerks and city managers from all the towns, no matter the size, face the same problems. Offices are understaffed. In smaller towns, the clerk also serves as town treasurer and has no staff at all. Town clerks and managers have limited staff or financial resources to initiate records management programs or to protect and preserve the older, inactive records of historical value.

Municipalities make some effort at preserving their records, particularly the minutes of the town council and mayor's office. They are stored in fireproof vaults in the town hall or in the clerk's home. The records, most of which date from the late 19th century, are deteriorating. The paper is generally highly acidic and leather bindings are often rotting or wearing away. The records are rarely stored in a climate-controlled environment, and no town visited by the project staff had any disaster plan for the preservation of the records in event of a fire or a flood.

During the on-site interviews, the town clerks expressed their needs and concerns. Eleven of the nineteen municipalities wanted to microfilm their permanent records and have the master negatives stored at the State Archives for security. Six of the municipalities wanted to start records management programs, especially the use of retention schedules. The smaller towns did not feel the urgency for records management programs, but the larger and developing towns felt an immediate need. Unfortunately, the municipalities believed they lacked the resources and staff to pay for microfilming or to start a records management program. Other needs expressed by town officials included the transfer of permanent records to the State Archives, technical advice on microfilming records, and larger and better storage facilities. All of the nineteen towns visited expressed an interest in preserving their historical records. They realized the importance to the town of these records and showed pride in their holdings.

Prior to the survey, the State Archives encouraged the establishment of the Baltimore City Archives (1978) and participated with the first City Archivist in the publication of a summary guide to the City's historical records (*A Series Summary Guide to the Public Records of Baltimore City* (1977). After a promising start, the Baltimore City Archives fell victim to the declining resources of the city and today faces major obstacles in caring for its records.

RECOMMENDATIONS

1. *The State Archives must assume a more active role in staying informed of developments affecting the records of the Circuit Courts and the Registers of Wills. The state and local records program director should expand its program of regular contacts with the clerks and registers through on-site visits, joint meetings held at the Hall of Records, and through occasional mailings.*

2. *The well-established microfilming programs for land records in the Circuit Courts and the newly-established program of the District Court have placed new emphasis on quality control as an issue in archives. If microfilm records are to substitute adequately for paper copies, the film must adhere to archival standards for image quality and permanence. The State Archives must become more active in disseminating information to the clerks on standards of all types, ranging from the permanence of FAX paper to the proper medium for subdivision plats.*

3. *The comments of one town clerk responding to the survey best summarizes the challenge facing those who value local records. The clerk simply said, "We have no records of historic value." This statement pinpoints a vital need. The historical community in Maryland has overlooked the value of local government records, and local governments rarely support viable historical records programs due to lack of resources. Thus, the Maryland State Archives should take steps to enhance its local records program. This program should seek NHPRC funding and request increased state appropriations with local government contributions. Present levels of funding do not permit the program to meet the needs outlined in this report.*

4. *The responsibility for the future care and preservation of government records of counties, municipalities, circuit courts, orphans' courts, and registers of wills rests with the agencies themselves, the State Archives, and the Division of Records Management. Substantial efforts have been made in the areas of probate and court records, but there is a great deal of room for improvement in the management of public records, especially regarding the use of proper retention and disposal schedules, and the appropriate storage for permanent and nonpermanent records.*

5. *The Archives and the Division of Records Management could most efficiently help local officials by developing an active local records program. Local agencies often lack personnel to establish a records management program, so the Archives and the Division of Records Management would need to establish guidelines including sample retention schedules for primary record series. Included should be those records common to all types of agencies such as accounting records, correspondence, minutes, etc. These guidelines and model retention schedules should be explained in workshops on records management, standards for microfilm, and disaster planning.*

PLATE 1, p. 23

PLATE 2, p. 25

PLATE 3, p. 27

PLATE 4, p. 29

PART THREE

HISTORICAL REPOSITORIES

Maryland's historical societies, museums, libraries, and college special collections departments preserve in their manuscript collections important evidence of the human experience. In contrast to the routine functions of government one often finds in official records, historical manuscripts offer a more personal level of contact with the past. Letters, diaries, photographs, and the records of churches, labor unions, social organizations, or even businesses are just a few examples of a rich diversity of source material that enhance our historical understanding. The institutions that collect these types of records vary in size and scope from the small one-room historical society run by volunteers to major research libraries staffed by professional archivists. Often part of larger organizations, many of Maryland's historical manuscript repositories lack the resources to meet the essential goals of preservation and access. Yet while the specific problems and needs of these institutions are as varied as their collections, manuscript repositories merit the same level of attention and support as their counterparts in the public sector.

In developing its project plans, the assessment team recognized that many of Maryland's manuscript repositories have been overlooked by the historical community. These institutions often are not found in the directories published by the National Historical Publications and Records Commission, the American Association for State and Local History, the American Association of Museums, or the American Library Association, nor do their collections appear in the *National Union Catalog of Manuscript Collections* or any other comprehensive guide to manuscript sources. The Maryland Project made one of its highest priorities the location and survey of Maryland's manuscript repositories in order to learn how these institutions perceive themselves and ascertain their role in the historical community.

The project staff devoted a considerable amount of time to discussions with representatives of local repositories, both at on-site visits and at six regional meetings.

After a mail survey to over 858 potential historical institutions and private repositories, the project staff arranged visits to fifty-seven repositories. The criteria for visits included geographic location, type of institution, and the scope of collections. Eleven local museums, thirteen county historical societies, nine public libraries, and nineteen academic institutions were among the agencies visited during the project. The discussions during the on-site visits centered on collection management, the arrangement and description of collections, public access to collections, and records preservation. Also covered was the relationship of the archives/library to the institution and the administration of the archives/library. The visits concluded with a discussion on the needs expressed by the institution staff and what solutions they see in the near future.

Collection Management

Historical manuscript repositories rely on acquisition policies to manage the growth and development of collections. The survey found that Maryland's museums are most likely to have acquisition policies. Six of the eleven museums visited have formal written policies and the remaining five have informal guidelines that assist in collection management decisions. For example, the Chesapeake Bay Maritime Museum collects material on the Bay, the Sandy Spring Museum solicits items created within a six mile radius of the town of Sandy Spring, and the Baltimore City Life's Peale Museum is interested in photographs, maps, and drawings from the Baltimore metropolitan area. In many cases, museums receive records with artifacts. For example, many of the corporate records in the collections of the Baltimore Museum of Industry accompanied transfers of company equipment destined for exhibits.

County historical societies and public libraries did not have formal acquisition policies, although they generally collect items concerning the particular county where they are located. One problem quickly discernible is

that historical societies tend to accept more material then they can possibly store or process. Lacking clear guidelines provided by an acquisition policy, local historical societies and museums often find themselves in no position to refuse collections that are more appropriate for another institution. Often, if historical societies do not accept artifacts, the artifacts are not preserved, so the historical societies are in a quandary over what to accept and what to reject.

Academic archives collect the records of their institution, including administrative files, faculty papers, photographs, and memorabilia. Institutional archives do not have collection policies but by definition collect only the records and other items relating to the institution. Special collection departments of academic institutions collect a wide variety of materials, generally reflecting the interests of the institution. For example, Hood College collects items relating to women's history, while the Special Collections Department of the Nimitz Library at the United States Naval Academy collects items on naval history and the Academy. Colleges and universities also collect items of regional interest. For example, the Charles County Community College's Southern Maryland Room collects only items that concern the southern counties: Charles, Calvert, St. Mary's, and southern Prince George's.

The lack of coordination and communication among local repositories has led to unnecessary competition and duplication of effort. For example, one county may have a county historical society, a local museum, the public library, and a college all collecting records of local historical interest. Some localities have recognized this problem and taken steps to form consortiums or interest groups that at the very least help keep member institutions informed of developments. In Baltimore, the Baltimore History Network has published *Baltimore's Past: A Directory of Historical Sources* which, besides its obvious usefulness as a research guide, has improved communication among the staffs of the various institutions who contributed to this project. Some of Maryland's larger counties are exploring the possibility of forging closer ties through cooperative ventures. The Prince George's County Historical Society is interested in establishing a library and museum of county history to bring together various collections scattered across the county. First, the Society is seeking to create a catalog describing these collections, thus improving intellectual access to them. A similar consortium is emerging in Montgomery County.

Arrangement and Description

Enhanced access through arrangement and description programs were a second emphasis in discussions with the staffs of historical manuscript repositories. In this area, the project staff found that larger repositories adopted standard approaches in producing inventories and registers to describe their collections as quickly and efficiently as possible. The Maryland Historical Society, the Peale Museum, the University of Maryland at College Park, the United States Naval Academy Archives, and the Jewish Historical Society are examples of repositories that employ standard archival procedures to describe historical records in this way. The Maryland Historical Society was one of the few institutions that reported its holdings to the National Union Catalog of Manuscript Collections. Institutions employing professionally trained archivists are the places where archival standards are most evident.

One collection of major regional importance is the Baltimore Regional Institutional Study Center (BRISC) collection at the University of Baltimore. While this collection is accessible through the University's Special Collections Department, it is presently housed in the basement of the Lyric Opera House in less than ideal conditions. The BRISC collection represents more than 10,000 cubic feet of 19th and 20th century records that document the growth of Baltimore through its business organizations and institutions. The precariousness of its current existence is testament to the inadequacy of resources available to many historical records repositories.

The Project team visited only one county historical society and one public library that followed archival standards for manuscript processing and description. Many smaller institutions employ item indexing to catalog papers in local systems that often provide only one access point. Others make no attempt to describe their holdings and rely instead on a filing

system, usually alphabetical, to organize manuscripts in a logical order. Many local institutions store manuscripts as part of topical files where rare documents might be found interfiled with newspaper clippings, magazine articles, and modern papers. For example, one public library has a Jefferson Davis letter in a folder labeled Civil War that is filed with miscellaneous papers. In many cases, access is dependent on the personal knowledge of a custodian who has spent many years working with the collection. The survey located at least one historical society that was closed to the public while it created item indexes to over twenty file cabinets of records. In a number of repositories, no processing is taking place. A major concern of the Project was the discovery that much of Maryland's documentary heritage is not accessible to the public.

Although the access situation in local repositories is generally bleak throughout much of the state, many institutions make the best possible use of available resources. The Harford and Talbot County Historical Societies are examples of organizations that rely on dedicated volunteers whose processing projects have made their rich manuscript collections more available for research. Other counties may be inspired by the example of the Charles County Historical Society which has placed its collections in the Southern Maryland Studies Center located in the modern library of the Charles County Community College.

Preservation

The growing national concern over the preservation of historical materials was evident in discussions between the project staff and representatives of various repositories. Most people responsible for manuscript collections have a basic awareness of the need for preservation, but lack the information and resources necessary to implement effective preservation programs. Only a few of the more prestigious academic libraries have formal preservation policies administered by a preservation officer. The larger institutions with full-time professional staffs are able to maintain their collections in acid-neutral containers in controlled environments. However, the Eisenhower Library at The Johns Hopkins University is virtually unique in operating a fully-functioning in-house conservation laboratory. Other institutions send important items to be preserved to the Barrow Laboratory in Virginia or to the NEDCC in Massachusetts. The United States Naval Academy Special Collections Department, for example, has custom made boxes for their rare volumes. Among the local institutions, the volunteers at the Harford County Historical Society have confidently begun polyester encapsulation, although they do not deacidify paper. Cooperative microfilming projects, such as the Maryland Newspaper Project, have awakened repositories to the value of micrography as a preservation tool, but aside from the larger institutions, few can afford the costs involved.

Not surprisingly, the two most prevalent preservation problems are inadequate storage facilities for records and the lack of acid neutral archival supplies. Only five of the thirteen county historical societies and only one of the nine public libraries visited by the Project staff used archival quality containers. The professionally managed museums used archival supplies, but the smaller museums did not have the funds to purchase the appropriate boxes and file folders, concentrating instead on preserving artifacts.

The cost of storing records in a climate-controlled, secure facility is extremely prohibitive for most institutions. The major research repositories are able to provide the appropriate environment, but even these institutions face problems. Until moving into the new Hall of Records Building, the Maryland State Archives kept over one-half of its records in an unheated, unair conditioned state tobacco warehouse. This situation is normal for many repositories that lack sufficient storage capacity. Institutional archives face the problem of having air-conditioning turned off on weekends as an energy conservation measure and are housed in older buildings with various maintenance problems that threaten valuable historical collections. One university archives had to cover its shelving units with plastic to protect against damage from a leaky pipe.

County historical societies and local history museums often must store records in historic buildings which lack the necessary climate controls. A typical example is the archives room of a county historical society located on the second floor of a Victorian house. Steam radiators and a window

air-conditioning unit provided less than adequate climate control, and the weight of the collection could well be threatening the structural integrity of the building. Many older structures that are used for storing records rely on manual extinguishers for fire suppression, and disaster plans are virtually nonexistent. Archives/libraries are often not the highest priority of historical societies and museums and are kept either in basements which are generally damp or in attics which are too hot. Public libraries, which are usually modern buildings, store records better than other institutions because the libraries maintain environmental, fire suppression, and security systems for the regular collection of books.

Recently, three disasters have come to light which illustrate the everyday problems faced by small historical institutions. First, the Maryland Room of a county public library closed due to theft. The library did not have the staff available to monitor the room, which contains many manuscripts, as well as a good collection of business records and secondary sources. In a second case, a local museum, in an ill-advised attempt to preserve an early tract map, shellacked the parchment. The shellac obscured much of the information on the map. Fortunately, a local historian had photographed the map, so the information has not been totally lost. The third disaster, of greater proportions, was a fire at a local town museum that destroyed or damaged some of its collections.

SUMMARY

Broad generalizations assessing the situation in Maryland's historical manuscript repositories are difficult to make. Many of the larger, better funded institutions offer model programs for managing their collections, while certain local repositories are virtual disasters waiting to happen. Historical repositories, whatever their size and scope, share common collection management problems. Many problems stem from a lack of adequate funding and trained staff members. Without trained staffs and money for archival supplies, conservation facilities, or appropriate housing, historical repositories cannot maintain the level of description, control, and preservation necessary for public accessibility.

The needs expressed by the staff of institutions visited during the Project include:

1) training in the use of archival procedures to create finding aids from the preliminary inventory stage to the final inventory or register;

2) learning preservation techniques for basic conservation as well as more advanced practices;

3) refurbished storage facilities;

4) microfilming programs as a preservation practice and as a space saver; and

5) more affordable archival acid free supplies such as boxes and file folders.

The intent of this report is not, however, to paint a dark picture of local institutions, nor is it to criticize the valuable work done by repositories, which provide essential services to the historical community. With little funding and dedicated staffs comprised mostly of volunteers, these repositories have gathered collections which otherwise would have been lost forever. The documents are preserved to the best ability of the institutions and are made available to the public as well as possible, given the resources and expertise currently available to the repositories. A local historical society or museum is often the only exposure the public gets to history. Local institutions have ties to their communities that enable them to learn about and collect documents and artifacts, resulting in outstanding collections of family papers and other manuscripts that are important for local, state, and national history.

No easy solutions exist to the challenges facing Maryland's repositories of historical manuscripts. Yet if these institutions are to succeed as protectors and transmitters of cultural information, they must seek ways to improve the inseparable goals of preservation and access. Institutions must assess their own missions and decide what ultimate purpose is to be served by the manuscript collections they possess. Why do they have these collections and who should be using them? What resources are needed to adequately meet the institution's goals? Can the institution reasonably expect to obtain the necessary resources, and if not, should it reconsider its mission? By answering these questions, historical repositories will be in a much better position to decide the future of their collections.

RECOMMENDATIONS

Academic Repositories

1. Many of Maryland's academic institutions have made significant strides in assuring the preservation of their manuscript collections. At the same time, their success in improving access to documentary material remains less apparent. Maryland's community colleges, colleges, and universities must become better promoters of these important resources through exhibits, publications, and conferences. A grant-funded project to explore the efficacy of developing a "Marylandia" descriptive database should be considered.

2. *Academic archives and special collections departments must look more closely at the way their manuscript collections fit into the academic programs of their institutions. In particular, collections administrators should ask themselves how students could use primary source material to gain a deeper understanding of historical research methods. The importance of exposing undergraduate and graduate students to historical source materials has been recognized by such influential observers as the late Walter Rundell whose 1970 report,* In Pursuit of American History *found serious deficiencies in this field. The upcoming report of the Historical Documents Study Project of the American Council of Learned Societies is expected to reach similar conclusions. Special collections departments should seek to actively promote the didactic value of their collections to appropriate faculty and work to develop innovative approaches to introducing historical manuscripts to students.*

3. *Academic institutions should pursue cooperative agreements with smaller, local repositories that would work to the benefit of both institutions. One model worth exploring as a means of sharing resources would have colleges and universities sponsoring local repositories with complementary collections. The local repository would gain from the professional expertise of the college staff in establishing programs for preserving, arranging, and describing collections. The academic institution would enhance its own holdings by adding cataloging information on the local collections to its descriptive databases and those of any larger networks to which it belongs. The college or university also may find that through its sponsorship, the local repository will agree to exchanges, deposits, or microfilm copying arrangements for particularly important local collections. The local repository also could become a regular employer of student interns, such as those participating in programs at the University of Maryland and the Maryland State Archives, who earn academic credit while providing free manpower.*

Small Historical Societies and Museums

1. *The lack of adequate resources to properly care for collections is the greatest threat to historical manuscripts in small repositories. These institutions must seek innovative solutions to this perennial problem. Struggling organizations should consider pooling resources, particularly in situations where maintaining paper-based collections is secondary to more visible artifact exhibit programs. Historic buildings often can be inappropriate locations for manuscripts, and small institutions should decide whether physical possession of their collections is necessary. Depositing collections in a local history room of the county public library or the establishment of a central facility where several repositories in a region combine their holdings under a professional curator are two possible solutions.*

2. *The most basic level of preservation for historical records is the use of archival-quality storage containers. The fiscal ability to purchase archival supplies remains, however, an elusive goal for many repositories. Bulk purchasing by a consortium of historical repositories would both reduce costs and serve as a focus for fund-raising campaigns. After establishing a monetary goal, participating repositories could approach community groups, civic organizations, local governments, and even school classes for contributions to finance purchase of a set number of containers.*

3. *Regional history cooperatives should sponsor workshops to train staff and volunteers in basic techniques for managing historical records collections. These workshops would be conducted by participants in the statewide preservation program or by the outreach staff of the Maryland State Archives. They could be held in conjunction with meetings of Maryland's Small Museum Association as part of a broader effort to improve museum collection management practices.*

4. *Historical records programs in Maryland's smaller cultural institutions need monetary and technical assistance. The Historical and Cultural Museum Assistance Program of the Maryland Department of Housing and Community Development is one promising source for this kind of support.*

A local records regrant program funded by the NHPRC designed for both public and private institutions is another source directly relevant to historical records projects. Grants awarded as part of a regrant program administered by the Maryland State Archives would be effective only when accompanied by technical oversight by professional archivists. Such a program would fund meetings of awardees featuring presentation by staff members of the State Archives on preservation, processing, description, exhibit, and reference techniques. This would be a mandatory first step to records projects that would be monitored regularly by the State Archives. However, historical societies, museums, and libraries must not become dependent on grants to subsidize operations. Grants are most effective as seed money to attract broader community support.

5. *One of the highest priorities for historical records repositories must be to assess preservation needs. The failure of many small institutions to identify preservation problems threatens the survival of their valuable collections. Local repositories must mobilize local political influence to support state funding for a statewide preservation program to provide the technical and financial assistance necessary to ensure the future of Maryland's documentary heritage.*

6. *Public access to some documents needed for historical and genealogical research is blocked because no research aids exist. Repositories with inaccessible collections generally have the volunteer staff available to do the work, but lack the archival expertise to process materials and write preliminary inventories and registers. Those institutions that have described their collections often have no way of disseminating this information to the public. Establishing a collection network system in Maryland would help alleviate both problems. The network, located at any institution in Maryland, would send all institutions easily comprehensible preliminary inventory forms. The completed inventory forms would be compiled for periodic publication by the network which would also make available a standardized register form for use by repositories. The network would demonstrate to historical groups an efficient method of gaining control over collections. In-depth item description can still be done, but if the preliminary inventory and registers are completed first, then researchers know where to go to pursue their studies. The network could also act as a directory of historical institutions in Maryland and as a means for repositories to gain recognition and publicity for their collections.*

7. *Religious archives, with the exception of the United Methodist Historical Society and the Jewish Historical Society, are not likely to become full-service historical records repositories, thus their solution to the preservation and access problem must rely heavily upon a program of microfilming church records. The Maryland State Archives and other interested repositories must enlist the assistance of the Church Records Committee of the Maryland Genealogical Council, whose members are best equipped to approach congregations whose records have not been filmed. Copies of the film should be placed in both local repositories and in larger research institutions such as the State Archives and the Maryland Historical Society.*

CONCLUSION

When the staff of the Maryland Historical Records Assessment and Reporting Project completed its work in 1985, its evaluation of historical records programs across the state reflected a mixed picture. For public records, inadequate resources were hampering efforts to implement programs to promote the efficient appraisal of public records at both the state and local level. Lack of storage space at the Maryland State Archives inhibited timely transfers of permanent records, and the small staffs at both the Archives and the Division of Records Management were unable to assume the role of initiators in managing the orderly retention and disposal of agency records. Yet by 1985, both the State Archives and the Division of Records Management had embarked on projects that would radically change this assessment of conditions for public records in Maryland.

In that year, the Archives began the systematic hierarchical analysis of its records series culminating in the *Guide to Records at the Maryland State Archives: A Comprehensive List of Government Agency and Record Series*. Although the *Guide* establishes an unparalleled level of internal control over holdings, its significance extends far beyond the walls of the Hall of Records building in Annapolis. This analysis is the foundation for understanding the full scope of public records created in Maryland by identifying the permanently valuable records series that might be found in government agencies at all levels. The Guide essentially codifies the description of records series, thus solving the vexing problem of standardization in identifying permanent records. After it is published in 1991, public records custodians across the state will be able to turn to this single source for guidance in making appraisal decisions.

In 1985, the Division of Records Management completed its first report assessing the volume of state agency records production. By issuing this inventory every five years, the Division enables itself and the Archives to prepare for the inevitable transfer of records for temporary or permanent retention. Beyond this obvious utility as a planning tool for future transfers, the five-year inventory provides the Division and Archives with information needed to locate those state offices which have not placed their records on schedules. A simple comparison of the agencies listed in the inventory with those listed in the *Maryland Manual* will permit more efficient identification of records custodians who are failing to meet their legal responsibilities.

Maryland can be proud of its progress in developing its resources to promote the preservation of its public heritage, but the task is never complete. The increasing reliance on electronic records formats in government agencies looms to challenge all current archival policies and procedures. Similarly, government is never static. The important record series of today will not always document significant government activities. The types and sources of public records change as government adapts to public demands. Those responsible for documenting government activity must constantly monitor the pulse of change.

The picture for historical manuscripts is not so clear. Some of Maryland's larger historical repositories, usually based in academic institutions, have model programs run by trained archivists. But in many smaller repositories, conditions threaten the survival of valuable historical resources. Chronically underfunded and inadequately staffed, many of Maryland's historical manuscript repositories face seemingly insurmountable obstacles in their efforts to meet the challenges of preservation and access. Yet Maryland already has many of the essential components for developing a coordinated assistance program for small repositories.

Encouraging recent developments include: contacts made during the Maryland Newspaper Project; the emergence of an outreach program at the State Archives; state funding for grant assistance from the Department of Housing and Community Development; the establishment of regional repositories such as the Southern Maryland Studies Center; and the growth of regional history consortiums such as the Baltimore History Network. Additional resources on the horizon include the call for a statewide preservation program as issued by the Governor's Conference on Libraries, and the recently stated desire of the Mid-Atlantic Regional Archives Confer-

ence to become more active in sponsoring workshops devoted to practical concerns in managing documentary materials.

What is lacking in all these developments is a mechanism for establishing priorities to make the best use of a limited pool of resources. The Maryland Historical Records Advisory Board should expand its scope to fill a vital role. Although its current responsibility is limited to the review of NHPRC grant applications, the Maryland Board can and should assume greater leadership in coordinating historical records initiatives through a regrant program. As an essential first step in redefining its responsibilities, the Maryland Board should establish a schedule of regular meetings to discuss goals and priorities.

The Board should also consider holding joint meetings with groups such as the review panel of the Historical and Cultural Museum Assistance Program (DHCD) and regional organizations such as the Baltimore History Network. The purpose of these meetings would be to collect insights and opinions on Maryland's current needs. The Board should then apply to NHPRC to establish a regrant program targeting those repositories with records programs that meet the Board's statement of priorities. Aside from reviews of regrant applications, the Board would assume a more active role in overseeing projects of successful applicants in coordination with the State Historical Records Coordinator or his deputy. Board members also would consult with repositories in situations where the goal of improved access to historical records might be best served by a deposit arrangement or cooperative venture.

The primary focus of a regrant program would be to support preservation and access projects in repositories that do not ordinarily qualify under other grant programs. In addition, the Board would support efforts to preserve nontraditional categories of records. The unique holdings of the Baltimore Museum of Industry, BRISC, and the Columbia Archives result from innovative collection policies that preserve access to materials that enrich our historical understanding.

In the final analysis, people are the most important resource to ensure that Maryland's historical heritage remains accessible. The expertise of archival professionals and the support of the public are both essential if Maryland's record repositories are to continue in their role as transmitters of culturally vital information. The University of Maryland, through its archival degree program, and the Maryland State Archives, through its archival internships, are key institutions for producing trained curators and archivists who will provide repositories with needed skill and knowledge. These resources, together with a coordinated program of training workshops and refresher courses for archival professionals, are the foundation for managing historical collections.

The ultimate responsibility for Maryland's historical records repositories is one of education. Support for historical records programs depends on public awareness of the important work done in repositories across the state. The historical community must become better communicators, showing that historical documents are resources valuable to all Marylanders. Only then will we have met the challenge and insured access to Maryland's record heritage.

Appendix A
Project Brochure and Newsletters

"secure the Laws and records
of your Country,
for the Advantage and quiett
of ffuture Generations."

– GOVERNOR JOHN SEYMOUR
December 5, 1704

HISTORICAL RECORDS ASSESSMENT AND REPORTING PROJECT

Honorable Harry Hughes
Governor

Honorable Robert C. Murphy
Chief Judge, Court of Appeals and Chairman, Hall of Records Commission

Edward C. Papenfuse
State Archivist

Gregory A. Stiverson
Assistant State Archivist

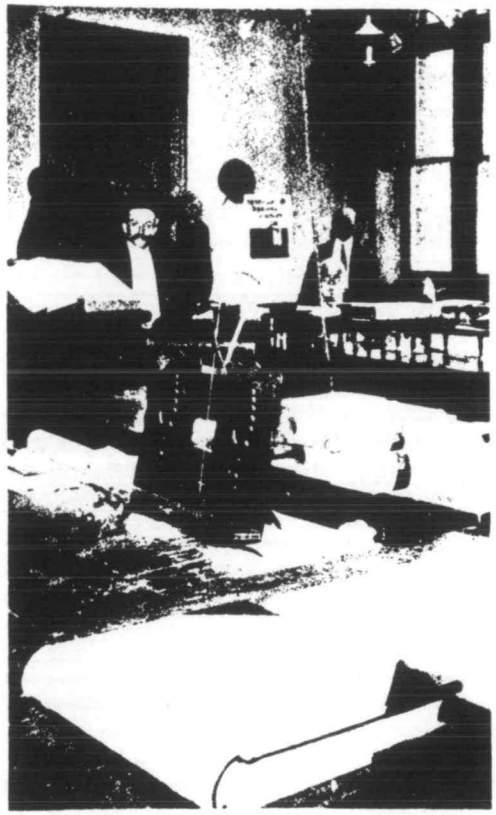
Stephen Cooper
Archivist/Project Coordinator

Lorrie Baker
Project Intern

Funded by the National Historical Publications and Records Commission.
Sponsored by the Maryland Historical Records Advisory Board and the Maryland State Archives.

Cover photograph of the Washington County Circuit Court clerk's office, 1909. Merrick Collection, MdHR G1477-5153.

MARYLAND STATE ARCHIVES
POST OFFICE BOX 828
ANNAPOLIS, MARYLAND 21404



MARYLAND'S RECORD HERITAGE: ASSESSING NEEDS AND OPPORTUNITIES

Six forums to discuss the care of historical records in Maryland.

MARYLAND'S HERITAGE IS RICH and varied. Government records, personal papers, photographs, and maps are among the historical records that document Maryland's 350 years. In celebration of the 350th anniversary, the Maryland State Archives is conducting the Historical Records Assessment and Reporting Project.

The assessment of the present condition and future needs of historical records in Maryland began with a survey mailed to 3,000 historical agencies in the state. Data collected was focused and refined when project members visited over 100 representative institutions, including government agencies, historical societies, libraries, colleges and universities, museums, and other repositories.

A review of project data gathered to date, and an opportunity for public comment, will be provided by six public forums. These forums will be held in November and December at locations throughout the state. Discussions will center on questions raised by the survey, including how to develop finding aids to gain intellectual control over records, how to set priorities for collecting, accessioning, and preserving records, and, in general, how to make best use of available resources.

The day-long sessions will investigate means of improving and funding collection management in all types and sizes of historical agencies. Funding possibilities include federal grants from the National Historical Publications and Records Commission and the National Endowment for the Humanities. Both agencies offer grants to start and build records programs. Cooperative efforts between institutions offer other opportunities. Cooperation in collection development and the networking of finding aids will be discussed as a means to improve public access to historical records. Pooling resources to purchase archival supplies and equipment will be suggested as a way to alleviate some of the expense of conservation. Most important, the forums will provide an opportunity to open the lines of communication between institutions and lay the groundwork for the establishment of an organization to continue these discussions, plan workshops, and develop manuals.

The Maryland Historical Records Assessment and Reporting Project is funded by a grant from the National Historical Publications and Records Commission through the Maryland Historical Records Advisory Board (Grant No. 84-53).

* * * *

Registration for the meetings will be at 9:30 a.m. The meetings will begin at 10:00 and will last until 3:00 p.m. Tours of the hosting institutions will be arranged where possible.

For more information on the meetings, please contact Steve Cooper at (301) 269-3914 or the host in your area.

Washington County Free Library, Green Spring Furnace book depository. Merrick Collection, MdHR G1477-4991.

SCHEDULE AND LOCATIONS OF MEETINGS

November 13, 1984
University of Maryland
McKeldin Library
College Park
Hosted by Mr. Lauren R. Brown,
Curator of Historical Manuscripts
and Archivist

November 20, 1984
Legislative Services Building
Joint Hearing Room
Annapolis
Hosted by Dr. Edward C. Papenfuse,
State Archivist
Maryland State Archives

November 27, 1984
Charles County Community College
Learning Resource Center
La Plata
Hosted by Ms. Marcia Monaco,
Technical Services Coordinator

November 30, 1984
Talbot County Free Library
Easton
Hosted by Mrs. F. Kenneth Harvey,
Curator
Maryland Room

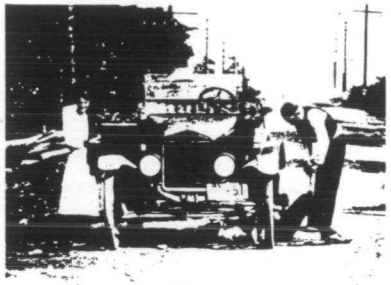
December 4, 1984
Washington County Free Library
Hagerstown
Hosted by Mr. John Frye,
Director
Western Maryland Room

December 11, 1984
Maryland Historical Society
Auditorium
Baltimore
Hosted by Mr. William B. Keller,
Head Librarian

Newsletter of the

MARYLAND ARCHIVES

Volume 1, Number 1 July 1984



Early Maryland motorists on the National Road faced the same hazards as today's drivers.

Merrick Collection MARR CG277-7576

YESTERDAY'S WHEELS

In today's world of superhighways and 55 mph speed limits, it is hard to imagine the transportation revolution caused by the automobile at the turn of the century. In 1904 the Maryland General Assembly reacted to the changing times by passing the first law providing for the registration of motor vehicles. The law included all mechanically propelled vehicles having more than two wheels, such as automobiles and locomobiles.

The Secretary of State issued vehicle registrations from May 1904 until July 1, 1910, when the Commissioner of Motor Vehicles took over the function. The registration certificate included the name of the owner, his address, the manufacturer of the vehicle, and the registration number.

The first registration certificate issued in Maryland went to Earl Shannahan of Easton, who drove an eight horsepower automobile made by Thomas B. Jeffrey and Company of Kenosha, Wisconsin. Della Shannahan, also of Easton, received the first registration issued to a woman for her 4-½ horsepower Oldsmobile.

A large number of manufacturers show up on the certificates, including the St. Louis Motor Carriage, the White Sewing Machine Company, and the Locomobile Company of America. Michael L. Stegmaier of Cumberland drove a "Lo-

See CARS, p. 2

WHERE'S THE RECORDS?

After the State House fire of 1704, Governor Seymour urged the General Assembly "to secure the laws and records of Maryland for the advantage of future generations." Nearly three centuries later, the Maryland State Archives still works to preserve our documentary heritage. The historical records assessment and reporting project is a vital part of this effort.

The purpose of the project is to locate all institutions in Maryland that have historical records and to plan for their preservation. The project is funded by a grant from the National Historical Publications and Records Commission (Grant No. 84-53). Stephen Cooper, an archivist at the State Archives, is the project coordinator. This fall six regional meetings will be held to discuss the findings of the records assessment and reporting project and to plan for the future of record preservation.

To locate all organizations which have historical records, Gene Fischer, a St. Mary's High School student and project intern, mailed over 3,000 questionnaires to libraries, societies, museums, government agencies, and religious institutions.

This summer, Steve Cooper and Lorrie Baker, an intern from Catholic University, will visit representative repositories and agencies for in-depth discussions about holdings, needs, and priorities.

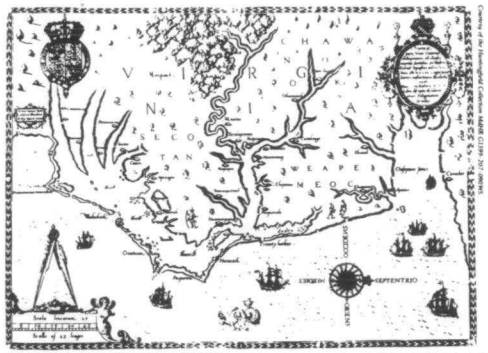
Greater cooperation and communication among repositories is a principal goal of the project. Maryland has an opportunity as it celebrates its 350th year to review, reflect, and plan for better access and improved preservation of its

See NHPRC, p. 2

Newsletter of the

MARYLAND ARCHIVES

VOLUME 2, Number 1 April 1985



Courtesy of the Hearthside Collection MARR CG139-207-000365

John White, America Pars, Nunc Virginia Dicta, 1590.

GENERAL ASSEMBLY AT 350

Maryland's General Assembly marked its 350th anniversary on February 26, 1985. The men who made up the first legislative assembly in Maryland have been studied intensively by members of the Archives' Legislative History Project. Their research shows that the members of the first recorded session of the Maryland Legislature met at St. Mary's City in January of 1638. It was a representative body in the broadest sense, being "A General Assembly of all Freemen." In attendance were the governor, Leonard Calvert, four members of the Council, the commander of Kent Isle, and fifty-six other "Freemen." No *Maryland Manual* recorded their biographies or printed their pictures. The State Archives, however, has records that make it possible to focus more closely on some of those legislators who first brought the tradition of representative government to Maryland.

Leonard Calvert (ca. 1606 – 1647), lieutenant general and president of the Assembly, was the brother of Cecilius

See GENERAL, p. 2

MARYLAND ON THE MAP

As the *Atlas of Historical Maps of Maryland, 1608-1908* points out, "Nature, boundary disputes with neighbors, and an outright gift to the nation in 1790 of sixty-seven square miles for the District of Columbia have combined to give Maryland a distinctive shape that defies each description and presents a formidable challenge to the cartographer."

The task of mapping Maryland is no small undertaking although numerous cartographers have tried. Perhaps equally formidable for an institution like the

See MARYLAND, p. 2

Newsletter of the

MARYLAND ARCHIVES

Volume 1, Number 2 October 1984

Merrick Collection MARR CG277-7548

Easy rider c. 1920s. The photographs in this issue are examples of the Merrick Collection at the Maryland State Archives.

PHOTOGRAPHIC ARCHIVES

The Robert G. Merrick Archives of Maryland Historical Photographs is an exciting collection of early photographs recently acquired by the State Archives for its Special Collections. The collection of approximately 2,000 prints is part of a larger group of images unearthed by prominent Annapolis photographer Marion E. Warren and his daughter, Mame Warren, while researching their new book, *Maryland Time Exposures: 1840-1940*. While the Warren's earlier books have focused on limited settings, this new publication will cover the entire State. The idea was the inspiration of their Hopkins Press editor, Nancy Essig, who saw it as an ideal way to celebrate Maryland's 350th Anniversary.

The Warrens tackled the project with enthusiasm. A research grant was given by the Maryland Humanities Council, which was matched by a contribution from Robert G. Merrick.

Early in the project the State Archives recognized the importance of preserving the photographs that the Warrens found. The Archives arranged to buy a duplicate print and negative as the Warrens processed their own copies.

Some institutions offered their prints to the Warrens for publication only and requested that copies not be deposited

See MERRICK, p. 2

HISTORICAL RECORDS PROJECT

The Maryland Historical Records Assessment and Reporting Project began 1 January 1984 and will continue until 31 December 1984. The goal of the project is to locate organizations in Maryland that have historical records, assess the physical and intellectual control over the records, and plan for cooperative efforts to improve the preservation and accessibility of records in Maryland. The project is funded by a grant from the National Historical Publications and Records Commission (Grant No. 84-53).

The project in Maryland has emphasized records at the local level. This summer Stephen Cooper, the project coordinator, and Lorrie Baker, an intern from Catholic University, visited a sampling of one hundred institutions that are representative of repositories throughout Maryland. This sampling apprised us on the state of record keeping and preservation in various parts of the State.

In November and December six regional meetings will be held to solicit public comment on the project. Discussions will center on the current state of record preservation and accessibility as found in the summer visits, and how cooperative efforts can improve the care of historical documents.

Future cooperation in collection development, conservation, and purchasing of supplies will be explored. The only way any cooperative efforts will take shape is through the participation of many individuals and organizations.

An important and often underutilized method of improving the current care of records is federal grants. We will discuss

See NHPRC, p. 2

Appendix B
Code of Maryland Regulations

Title 14
INDEPENDENT AGENCIES

Subtitle 18 STATE ARCHIVES

Chapter 01 Land Patents

Authority: State Government Article, §9-1007.
Annotated Code of Maryland

.01 Applications.

A. All applications for warrants to survey or resurvey shall be on forms prescribed by the Commissioner of Land Patents and shall be filed in triplicate with certified copies of documents, where required, attached to each copy. The application shall be accompanied by cash, check, or money order in the amount of $50. An application may not be deemed filed until it has been determined complete and in order by the Commissioner or his duly authorized agent.

B. In complying with Real Property Article, §13-302(a)(2), Annotated Code of Maryland, that is, in supplying the names and addresses of all persons other than the applicant who would obtain a direct or indirect title interest in the land, the applicant may list a spouse but need not list all possible heirs to the title. It is to be understood that the purpose of §13-302(a)(2) is to make certain that the applicant is applying solely on his own behalf and not on the behalf of any hidden partners, commercial enterprise, corporate or otherwise, or as an agent on behalf of any undisclosed principals.

.02 Warrants.

A. Warrants to survey or resurvey shall be on forms prescribed by the Commissioner of Land Patents and shall be sent to the surveyor by the Commissioner with a copy of the application attached. The notice of issuance of warrant required by §13-308 shall be prepared by the Commissioner and sent to the applicant who shall then see to its newspaper publication and posting and provide the Commissioner with the certificate of publication and the sheriff's certificate of posting. All costs of the publication and posting shall be borne by the applicant, and the Commissioner of Land Patents bears no responsibility for it.

B. In his acknowledgment of receipt of the warrant, the surveyor shall understand "last publication of notice" in §13-307(b)(2) to mean the last publication in a newspaper as specified in §13-308(c)(1)(i). That is to say, the surveyor shall set a date for making the survey which shall be no earlier than 10 days and no later than 6 months after the appearance of the third weekly newspaper notice require by §13-308(c)(1)(i).

.03 Surveys.

Upon issuance of a warrant to survey or resurvey, the applicant shall immediately contact the surveyor and shall cooperate with the surveyor in all respects as he may require. Compensation of the surveyor shall be the exclusive responsibility of the applicant, and the Commissioner of Land Patents assumes no responsibility for it.

.04 Certificate of Surveys.

A. Certificates of survey shall be on forms prescribed by the Commissioner of Land Patents and shall be filed in duplicate.

B. The plat required by §13-310(b)(1) shall be filed in duplicate. Both plats shall be submitted on linen sheets or an acceptable equivalent. The signature and seal of the surveyor shall be affixed to the plats as well as to the certificates of survey.

C. Upon receipt of the certificates, plats, and the surveyor's description of the land to be patented, the Commissioner shall immediately forward copies to the Department of Transportation and the Department of Natural Resources so those agencies can better determine whether the land will be needed for future public use.

.05 Certificate of Valuation.

In providing the statement of the reasons for the valuation as required by §13-313(b)(3), the assessors shall be as specific as possible. Mere statements as "based on sales in the area" are inadequate. Examples of recent sales or valuations of similar property should be included in the reasons for the valuation.

.06 Objections.

Persons entitled to object under §13-401 shall do so in the manner prescribed under §13-402 within 6 months after the issuance of the warrant to survey or 60 days after the surveyor's return of the certificate of survey, whichever is later.

.07 Determination of Forum.

Requests of parties to the proceeding for referral to the circuit court may be made in the manner and within the time prescribed in §13-405, and the Commission's determination of an appropriate forum shall be final.

.08 Hearings Before Commissioner.

A. Notice of hearing shall be given to all parties at least 15 days in advance. Hearings shall be held at such place as the Commissioner in his sole discretion shall deem proper and shall be conducted by the Commissioner with the advice and assistance of the assistant attorney general assigned. All witnesses are to be under oath. The proceedings are to be informal, but in all material respects are to be conducted in accordance with the Administrative Procedure Act.

B. At these hearings the applicant shall first present his case which may consist solely of the application with supporting documents, the warrant, and the certificate of survey, all of which shall be deemed in order. Caveators, if there be any, shall then present their case by way of testimony or filing of supporting documents, or both. The burden of proof is to be upon the caveator. The applicant shall then have the opportunity to present rebuttal evidence. Caveators may then present argument after which the applicant may present argument. At the end of each witness' testimony, he or she shall be subject to cross-examination by any interested party or the Commissioner, or both. At the conclusion of all testimony related to any caveat which may have been entered, all parties may present arguments relating to the caveat. Finally, if there be any

question concerning the valuation of the land to be patented, the applicant may present evidence in accordance with the provisions of §13-313(c)(2).

C. In all proceedings, unless the Commissioner requires or a party requests the presence of a court reporter, it will be sufficient to record the proceedings via tape recorder and to have a secretary take short-hand notes.

D. The Commissioner may charge any party to the hearing with any portion of the costs of the hearing.

.09 Purchase Price.

The purchase price shall be the fair market value of the land, as determined by the Commissioner under §13-313 as amended by Acts of 1977, Chapter 162, less all expenses of the surveyor, reasonable attorney's fees, and costs charged by the Commissioner. Within 15 days after the hearing, the applicant must submit an account of the expenses deductible by law. Publication costs are not deductible items under current legislation.

.10 Patents.

After the Commissioner has prepared, sealed, and signed the patent, he shall forward it to the assistant attorney general assigned. The assistant attorney general shall then examine the patent as to form and legal sufficiency, and, if the contents be deemed in order, he shall endorse the patent in the space beneath the Commissioner's signature with the statement, "Approved as to form and legal sufficiency this _____ day of _____, 19__," and affix his signature. The patent shall then be forwarded by the Commissioner to the Board of Public Works as required under §13-502 as amended by Acts of 1977, Chapter 162. If the patent is approved, the patent shall be endorsed, "Approved by the Board of Public Works this _____day of _____, 19__," and signed by the Secretary of the Board of Public Works.

.11 Mail.

In addition to using restricted delivery for mailing the warrant (§13-306), the notice of issuance of warrant (§13-308(a)), the notice of the return of the certificate of survey (§13-311(b)(2)), the order of hearing or order for referral of hearing (§13-405(c)(2)), and the notice of purchase price (§13-409) as required by the Annotated Code of Maryland, the Commissioner shall use restricted delivery for requesting the valuation of the supervisor of assessments, for issuing copies of the final judgment, and for issuing the patent to the applicant.

.12 General.

These procedural regulations are not intended to change any part of the Real Property Article of the Annotated Code of Maryland, as amended to date. The intention is to clarify certain provisions thereof and to provide an orderly procedure for the issuance of land patents.

Administrative History

Effective date: October 6, 1978 (5:20 Md. R. 1498)

Chapter recodified from COMAR 04.01.01 to 04.20.01

Chapter recodified from COMAR 04.20.01 to 14.18.01 effective June 29, 1987 (14:13 Md. R. 1474)
Regulation .04C amended effective June 29, 1987 (14:13 Md. R. 1474)
Regulation .08A amended effective June 29, 1987 (14:13 Md. R. 1474)

Title 14
INDEPENDENT AGENCIES

Subtitle 18 STATE ARCHIVES

Chapter 02 Records Retention and Disposition Schedules

Authority: State Government Article, §§9-1007 and 10-632.
Annotated Code of Maryland

.01 Definitions.

A. The following terms have the meanings indicated.

B. Terms Defined.

(1) "Agency" means any unit of State government.

(2) "Archives" means the State Archives.

(3) "Division" means the Records Management Division of the Department of General Services.

(4) "Office" means a part of an agency.

(5) "Record" means any documentary material in any form or format including paper, microform, computerized record, or other medium, that is:

(a) Created by an agency or office; or

(b) Received by an agency or office in connection with the transaction of public business.

(6) "Record series" means a set of file units or documents maintained on paper, microform, magnetic disk, magnetic tape, or other medium and related to a particular subject or function of an agency or office or is derived from a particular activity of an agency or office.

(7) "Schedule" means a records retention and disposal schedule which is an official document listing and describing all records of an agency or office, and providing:

(a) Authorization for the destruction of those records that are not essential to its operations after the lapse of a stated period of time; and

(b) For the permanent retention of those records deemed by statute or considered by the Archives to be of permanent value, or both.

.02 Procedures

A. A public record may not be disposed of without authorization from the State Archivist. The authorization shall be obtained by means of filing the schedules and obtaining approval of the State Archivist.

B. Schedules shall be prepared by each agency or office for all record series its creates and maintains.

C. The Division shall assist agency and office personnel in the development of schedules and provide any necessary forms, and the Archives will also provide assistance upon request from the agency, office, or Division with respect to the determination of what records may or may not be deemed permanent.

D. Schedules shall be prepared:

(1) In the following four steps:

(a) Inventorying the records,

(b) Appraising the records,

(c) Preparing the schedule, and

(d) Obtaining legal authorization for use of the schedule:

(2) According to §§E—H, below.

E. Records Inventory. A records inventory form shall be completed for each record series. The records inventory forms shall be submitted to the State Archivist with the schedule in order to obtain legal authorization for the schedule. The following information is required for each record series described in the inventory:

(1) A record series title and an accurate description that reflects the activity or function documented by the record series;

(2) The year of the earliest and latest documents in the record series;

(3) Physical form or forms of the record series, such as letter size paper, legal size paper, bound book, audio tape, video tape, film, computer tape, floppy disk, or other medium;

(4) The total quantity of materials contained in the record series stated in terms of the number of units, such as cubic feet, number of reels of film, or number of tapes, etc.;

(5) Estimated annual growth of the record series;

(6) Frequency of reference to the record series, stated in terms of daily, weekly, or monthly usage;

(7) Current location or locations of the record series; and

(8) A record series description, which includes the following:

(a) Brief description of the typical types of documents found in the record series,

(b) Activity or function documented by the record series,

(c) Forms, if any, included in the record series,

(d) Type of filing system, such as alphabetical, chronological, numerical, geographical, or other,

(e) Type and explanation of indexing system, if any, including a brief description of any hardware or software, or both, used to provide index access.

(f) If the record series or index is duplicated in whole or in part elsewhere, the name of the agency or office having a copy,

(g) Access restrictions, if any, based on laws or regulations, with the citations, and

(h) Audit requirements, if any.

F. Records Appraisal. Records appraisal is the process of determining how long, in what format, and under what conditions a record series ought to be preserved. Records appraisal is based upon the information contained in the records inventory. Records series shall be either preserved permanently or disposed of when no longer required for the current operations of an agency or office, depending upon:

(1) Administrative and fiscal requirements;

(2) Legal and audit requirements;

(3) Research value; and

(4) Relationship to other record series,

G. Schedule Preparation. The schedule shall be prepared by completing a records retention and disposal schedule form which shall include the following information:

(1) Name of the agency and, if applicable, office.

(2) Description of each record series, which shall include the record series title and the record series description, as specified on the records inventory.

(3) Retention period for each record series. The following apply:

(a) For records to be preserved permanently, the schedule shall provide for periodic transfers to the Archives or to a depository designated by the Archives;

(b) For permanent records that are microformed, the schedule shall state that the master security microform shall be transferred annually or more frequently to the Archives;

(c) For disposable records, the schedule shall state the length of time the records will be kept in the agency or office and, if applicable, the length of time the records will be stored in a records center;

(d) For records with audit requirements, the schedule shall state the length of time the records shall be kept after the audit.

H. Legal Authorization and Implementation of Schedules.

(1) Proposed schedules shall be approved in writing by a legally designated official of the agency or office before they are submitted to the Division.

(2) Three signed copies of any proposed schedule and one copy of the records inventory accompanying each proposed schedule shall be submitted to the Division for review.

(3) Proposed revisions made by the Division and approved by the agency or office shall be incorporated into the proposed schedule and signed by a legally designated official of the agency or office.

(4) The Division shall assign a control number (Schedule No.) and forward to the Archives all three copies of the proposed schedule, as amended or revised, and the records inventory.

(5) The Archives shall review the proposed schedule and respond within 15 working days.

(6) If the State Archivist approves the schedule as submitted, two copies signed by the State Archivist shall be returned to the Division for transmittal to the agency or office.

(7) If the State Archivist disapproves the proposed schedule in whole or in part, the Archives shall return all copies to the Division with a statement of the reasons for disapproval.

(8) The Division shall request the agency or office to modify the schedule and resubmit it to the State Archivist for approval. The Archives shall respond within 15 working days.

(9) A schedule does not constitute legal authorization for the disposal of records until it has been approved in writing by the State Archivist.

.03 Amendments and Revisions.

A. A schedule may be amended or revised at any time by an agency or office, or at the request of the Division or the Archives. Reasons for amendments or revisions include the creation of new record series, changes in record-keeping practices, changes in formats, and reorganization of an agency or office. To amend or revise a schedule the steps outlined in Regulation .02E—H shall be followed.

B. At least once every 10 years an agency or office shall review its retention schedule or schedules to determine if they encompass all current record series. Based upon the review, an agency or office may be required to amend or revise its schedule or schedules by following the steps outline in Regulation .02A—D.

.04 Certificate of Records Destruction.

When records are destroyed in accordance with the terms of an approved schedule, the agency, office, or records center shall submit a certificate of records destruction to the Archives. The certificate shall contain the following information:

(1) Title of each record series;

(2) Schedule number or numbers, as assigned by the Division;

(3) Inclusive dates for each record series;

(4) Quantity of material for each record series;

(5) Date of destruction;

(6) Method of destruction; and

(7) Signature of a legally designated official of the agency, office, or records center.

Administrative History

Effective date: July 12, 1987 (14:14 Md. R. 1574)

Title 14
INDEPENDENT AGENCIES

Subtitle 18 STATE ARCHIVES

Chapter 03 Local Archives

Authority: State Government Article, §§9-1007 and 10-632.
Annotated Code of Maryland

.01 Establishment.

To establish a local archives as the repository for the permanently valuable records of the executive and legislative branches of a county or municipal government, the county or municipal government shall submit a request in writing to the State Archivist. The request shall consist of a proposal that meets the standards and requirements set by this chapter and shall be approved in writing by the State Archivist before implementation.

.02 Collection Policy.

A. A local archives may collect the records of a:

(1) County executive's office and its departments;

(2) County council and its departments;

(3) Board of county commissioners;

(4) County administrative offices; and

(5) Municipal government offices.

B. The State Archives is the official repository for permanent records of the following agencies, whose records may not be deposited in a local archives:

(1) Circuit courts, clerks of the circuit courts, and their predecessor agencies;

(2) Registers of wills, orphans courts, and their predecessor agencies;

(3) District courts and their predecessor agencies;

(4) State agencies and their predecessor agencies, including but not limited to those:

(a) That have county or other local offices, and

(b) Whose functions were administered by county or other local agencies before the formation of the State agency, such as the State Department of Assessments and Taxation, State Administrative Board of Election Laws, and Department of Health and Mental Hygiene.

.03 Records Retention and Disposal.

A local archives shall follow the requirements of COMAR 14.18.02 governing records retention and disposition schedules, except in reference to the provisions regarding the Records Management Division of the Department of General Services.

.04 Archival Qualifications.

The minimum qualifications for the archivist or archivists responsible for managing the daily operations of a local archives shall include graduation from an accredited:

A. Four-year college or university, preferably with a degree in history,archival science,library science, or related field and 3 years of full-time, or its equivalent, professional archival experience; or

B. College or university with a Master's degree in history, archival science, library science, or related field and 2 years of full-time, or its equivalent, profesional archival experience.

.05 Public Access to Records.

A. A local archives shall provide the public with access to government records in accordance with State Government, Article, §10-611—10-628, Annotated Code of Maryland.

B. To facilitate access, a local archives shall provide a guide to its record holdings or be developing a guide. A copy of all published or unpublished finding aids shall be deposited with the State Archives.

.06 Copying of Records.

A. Whenever permanent records are microformed or recorded on an equivalent medium, a local archives shall:

(1) Meet standards of permanence and durability acceptable to State Archives; and

(2) Deposit the master security microforms with the State Archives.

B. The State Archives may require that:

(1) Records of historical importance be microformed or copied on an equivalent medium at the expense of a local archives; and

(2) Master security microforms be deposited with the State Archives.

.07 Preservation and Security of Records.

A. Records in the form of loose papers shall be stored in acid-neutral folders and acid-neutral boxes.

B. Records shall be handled so as to prevent physical damage to them.

C. Temperature in the records storage area shall be maintained at 65°F, plus or minus 5°F, at all times.

D. Relative humidity in the record storage area shall be maintained at 55 percent, plus or minus 5 percent, at all times.

E. The records storage area shall have the following fire detection and fire extinguishing devices:

(1) Smoke detector;

(2) Heat detector;

(3) Manual fire extinguishers; and

(4) Sprinklers or halon system as approved by the State Fire Marshal for use in an archival facility.

F. To protect against theft, vandalism, and physical misuse of records, a local archives shall have a 24-hour security system and adequate research room security, including researcher identification and supervision of researchers by an archivist when records are being used.

.08 Transfer of Records to the State Archives.

A local archives may transfer permanent records to the State Archives. If a local archives ceases operation, the permanent records shall be offered to the State Archives.

Administrative History

Effective date: July 12,1987 (14:14 Md. R. 1574)

Appendix C
Vital Records Legislation

§ 9-1012. Local records.

Once records become public records of the State, they remain public property until they are disposed of in accordance with express statutory authority. 64 Op. Att'y Gen. 273 (1979).

Custody over the State's public records, unless lawfully disposed of or retained by other public custodians, is vested in the Commission. 64 Op. Att'y Gen. 273 (1979).

Parties who acquire public records that have not been lawfully disposed of do not acquire good title to these records and neither do subsequent purchasers or donees. 64 Op. Att'y Gen. 273 (1979).

§ 9-1015. Vital records.

(a) *Definitions.* — In this section the following words have the meanings indicated:

(1) "Department" means the Department of Health and Mental Hygiene.

(2) "Extract" means the following information from a recent vital record:

(i) full names;

(ii) occupations;

(iii) places of residence;

(iv) date and place of birth, marriage, divorce or death;

(v) family relationships as stated in the record; and

(vi) name and relationship of the informant.

(3) "Old vital record" means a record in the custody of the Archives, including one obtained from the Department by the Archives, that pertains to a birth that occurred more than 100 years ago, to a marriage or divorce that occurred more than 60 years ago, or to a death that occurred more than 20 years ago.

(4) "Recent birth, marriage or divorce record" means a record in the custody of the Archives, including one obtained from the Department by the Archives, that pertains to a birth that occurred within the last 100 years or a marriage or divorce that occurred within the last 60 years.

(5) "Recent death record" means a record in the custody of the Archives, including one obtained from the Department by the Archives, that pertains to a death that occurred within the last 20 years.

(6) "Recent vital record" means either a "recent birth, marriage or divorce record" or a "recent death record."

(7) "Vital record" means a record in the custody of the Archives, including one obtained from the Department, which pertains to a birth, marriage, divorce or death.

(8) "Record" means a copy or the original record.

(b) *Department to provide Archives with vital records and indexes.* — Upon request of the Archives, the Department shall provide the Archives with vital records and indexes of vital records that are in the custody of the Department.

(c) *Manner of copying.* — Vital records and indexes may be copied by the Archivist in any manner.

(d) *Disclosure and provision of copies.* — (1) Upon request, the Archives may only disclose and provide copies of vital records to:

(i) an individual who is lawfully entitled to obtain a vital record from the Department or any other original custodian;

(ii) an individual who requests an old vital record; or

(iii) an individual who has evidence of the death of the person or persons in the vital records.

(2) An individual may examine and obtain a copy of indexes that pertain to vital records that are in the custody of the Archives.

(3) An individual may obtain an extract of a recent vital record.

(4) An individual may obtain from the Archives a certified copy of the original of a vital record that may be examined under paragraph (1) of this subsection.

(e) *Copying fees.* — The Archives may charge a reasonable fee to cover the expense of copying vital records or indexes to a vital record, to make extracts from recent vital records or to undertake a search for vital records.

(f) *Use for commercial solicitation or private gain prohibited.* — (1) An individual may not request a copy of indexes to vital records, vital records, or extracts to recent vital records for the purpose of commercial solicitation or private gain;

(2) The Archives may require an individual to state the individual's intended use of the information obtained under this section.

(g) *Rules of confidentiality.* — Under this section, the copying and use of vital records for disclosure, the disclosure of vital records, or extracts of recent vital records or indexes does not violate the rule of confidentiality in a provision of law, including Title 10, Subtitle 6 of this article or § 4-224 of the Health-General Article.

(h) *Liability of Archives.* — The Archives is not liable to an individual for:

(1) errors in indexing or extracting information from vital records; or

(2) reasonable reliance on evidence that the person in a vital record pertaining to birth, marriage, or divorce is deceased.

(i) *Official records.* — Unless a record has been transferred to the custody of the Archives, the information disclosed under this section does not constitute an official record. (1987, ch. 373; 1988, ch. 6, § 1; 1989, ch. 377; 1990, ch. 6, § 2.)

Effect of amendment. — The 1988 amendment, approved Feb. 18, 1988, and effective from date of passage, substituted "items" for "item" in subsection (d) (3); and substituted "; or" for the period at the end of subsection (h) (1).

The 1989 amendment, effective July 1, 1989, in the introductory language of (d) (1), inserted "and provide copies of"; in (d) (1) (i), inserted "or any other original custodian"; in (d) (1) (ii), deleted "or an extract of a recent death record" following "old vital record"; inserted (d) (3) and redesignated former (d) (3) as (d) (4); in (e), deleted "old" following "copying"; and substituted "vital records, or extracts" for "old vital records or extracts" in (f) (1).

The 1990 amendment, approved Feb. 16, 1990, and effective from date of passage, in (d), inserted a comma following "request" in (1), substituted a period for the semicolon at the end of (1) (iii), (2) and (3), substituted "An" for "an" at the beginning of (2), (3) and (4), deleted "and" at the end of (3), and substituted "paragraph (1)" for "items (i) through (iii)" in (4).

Editor's note. — Section 2, ch. 373, Acts 1987, provides that the act shall take effect July 1, 1987.

Appendix D
Sample Survey Forms

HISTORICAL RECORDS QUESTIONNAIRE: COUNTY AND MUNICIPAL GOVERNMENTS

16.001: Arthur T. Bond, President
Allegany County Board of Commissioners
County Office Building
3 Pershing St.
Cumberland, MD 21502

RECEIVED
APR 24 1984
HALL OF RECORDS

Respondent's Name, Title & Telephone Number Allegany County Commissioners Office
777-5911

Microfilm Readers (manufacturer) _____ Number _____

Microfilm Printers (manufacturer) _____ Number _____

Microfiche Readers (manufacturer) _____ Number _____

Microfiche Printers (manufacturer) _____ Number _____

Copying Facilities IBM Copier III, Model 40

HOLDINGS

Date (check appropriate box)

[] Pre-date formation of county or municipality

[] Pre-date Revolution (1776)

[X] Pre-date Civil War (1861) Feb. 13, 1813, Commissioners Records

[] Pre-date 1900

[] Pre-date World War II (1941)

[] After 1941

Size (check appropriate boxes)

[] 1-10 volumes	[] 1-10 file drawers
[] 11-20 volumes	[] 11-20 file drawers
[] 21-30 volumes	[] 21-30 file drawers
[] 31-40 volumes	[] 31-40 file drawers
[] 41-50 volumes	[] 41-50 file drawers
[X] more than 50 volumes 59 Volumes	[] more than 50 drawers

Please be certain to complete the other side of this sheet

Physical Description other than Volumes and Files (check appropriate boxes)

[] Microfilm [] Videotapes [] Cassette Tapes

[] Computer Tapes [] Disks [] Other (specify)_____

Type of Records (check appropriate boxes)

[] Accounting [X] Budget [X] Minutes or Proceedings

[] Correspondence [X] Reports [] Maps and Plats

[] Photographs [] Case File [] Personnel Records

[] Other (specify)_____

1. Are any of your older, inactive records known to be located in other repositories (libraries, colleges, historical societies, etc.) or in the possession of individuals (possibly former elected officials or employees)?

Yes_____ No X Uncertain_____

If yes, please give name of repositories or individuals._____

_____

2. Have records retention and disposition schedules ever been prepared for any office records?

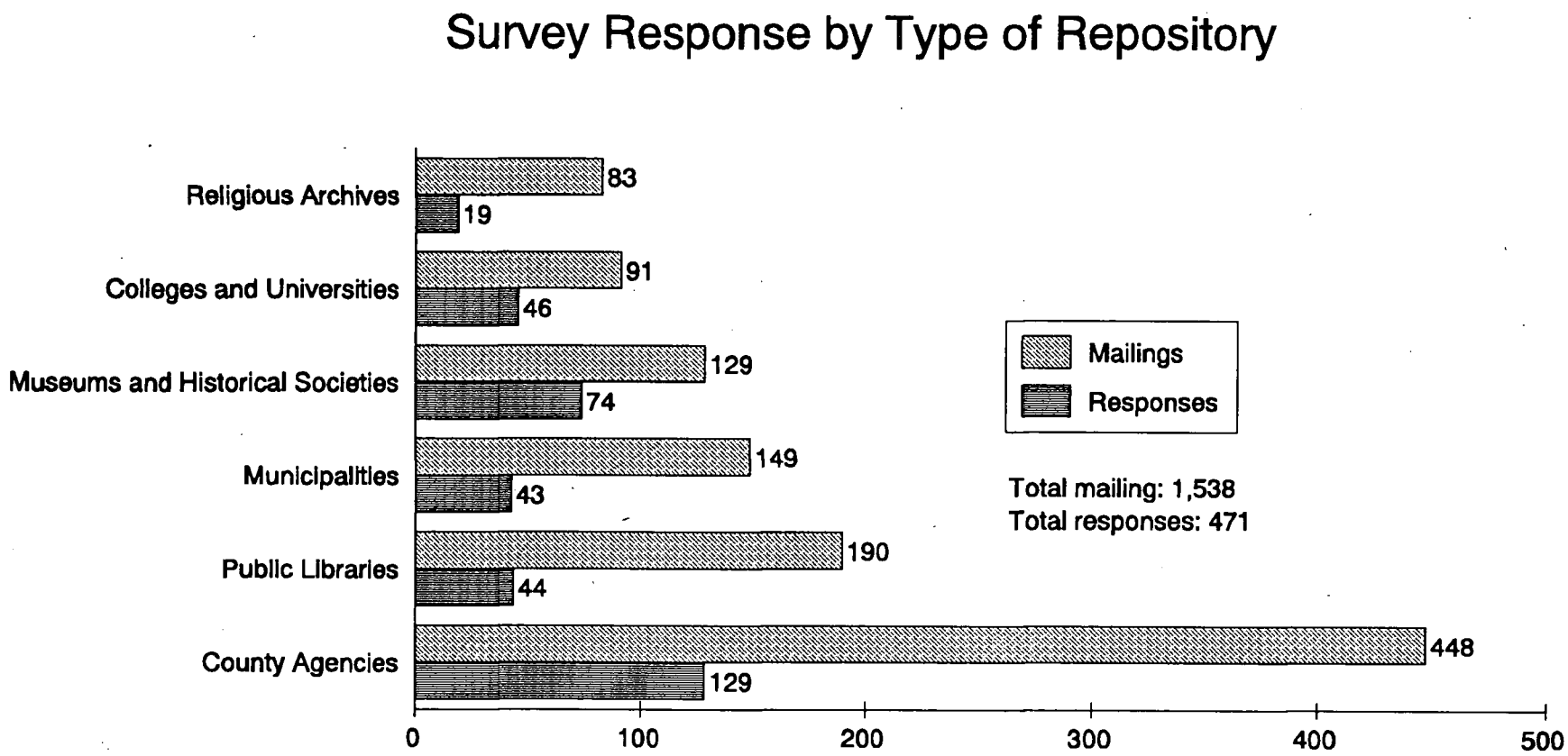
Yes_____ No X

If yes, are they still used or implemented?

Yes_____ No_____

Comments:

Appendix E
Survey Response Statistics


Survey Response by Type of Repository
Religious Archives
83
19
Colleges and Universities
91
46
Museums and Historical Societies
129
74
Municipalities
149
43
Public Libraries
190
44
County Agencies
448
129
0
100
200
300
400
500
Mailings
Responses
Total mailing: 1,538
Total responses: 471

Appendix F
List of Repositories Surveyed

Religious Archives

Institution	City	Response	Site Visited	Notes
Academy of American Franciscan History Library	West Bethesda			
American Central Province of the Xaverian Brothers Provincialate	Kensington	Y		Records are stored off-site
Ammendale Normal Institute of Prince George's County	Beltsville P.O.	Y		
Benedictine Sisters of Baltimore	Baltimore	Y		No historical records
Carmelite Monastery	Baltimore	Y		
Catholic Clergy Residence	Baltimore			
Christian Brothers Provincial Residence	Adamstown			
Congregation of Jesus and Mary	Hyattsville	Y		Records restricted
Convent of Jesus and Mary	Hyattsville			
Convent of Perpetual Adoration	Beallsville			
Daughters of Charity of St. Vincent de Paul	Emmitsburg			
De Sales Hall	Hyattsville			
Discalced Carmelite Monastery of St. Joseph	Great Mills			
Divine Savior Seminary	Lanham			
Fathers of Mercy Seminary	Bethesda			
Ferdinand Wheeler House	Baltimore			
Franciscan Friars	Ellicott City			
Franciscan Sisters of Baltimore City	Baltimore	Y		Restricted
Holy Cross Manor	Beallsville	Y		Records restricted
Holy Family Seminary	Silver Spring			
Holy Ghost Fathers Development Office	Wheaton			
Holy Trinity Mission Seminary	Silver Spring			
Holy Trinity Monastery	Baltimore			
Immaculate Heart of Mary Friary	Baltimore			
Institute of Salesian Studies	Hyattsville			
LaSalle Hall	Beltsville	Y		Records restricted
Little Sisters of the Poor	Baltimore			
Loyola-on-Potomac	Faulkner			
Marian Fathers Novitiate	Brookville			
Marianist Community	Baltimore			
Marianist Provincial House and Novitiate	Baltimore	Y		Restricted
Marynoll Sisters' Residence	Baltimore			
Mercy Villa	Baltimore			
Mission Helpers of the Sacred Heart	Baltimore	Y		

Institution	City	Response	Site Visited	Notes
Monastery of the Visitation	Bethesda			
Mount St. Mary Seminary	Emmitsburg			
Mount de Sales Sisters of the Visitation	Baltimore			
Oblate Sisters of Providence	Baltimore			
Oblate Sisters of Providence	Baltimore			
Pallottine Center for Apostolic Causes	Baltimore			
Pallottine Fathers	West Hyattsville			
Pastoral Center	Silver Spring			
Paulist Fathers Residence	Baltimore			
Provincialate of O.F.M. CONV	Baltimore			
Redemptorist House of Missions	Annapolis			
Religious of Jesus and Mary Provincialate, Juniorate and Novitiate	Hyattsville	Y		
SS. Peter and Paul Monastery	Cumberland	Y		Restricted
Sacred Heart Novitiate	Leonardtown			
School Sisters of Notre Dame	Baltimore	Y		
Servants of the Blessed Sacrament	Silver Spring			
Sister Servants of Mary Immaculate	Baltimore			
Sisters of Bon Secours	Marriottsville			
Sisters of Mercy Generalate	Bethesda			
Sisters of Mercy of the Union Provincialate	Baltimore			
Sisters of St. Francis	Baltimore			
Sisters of St. Francis of Philadelphia	Baltimore	Y		
Sisters of the Holy Cross	Kensington			
Society of Jesus	Baltimore	Y		Restricted
Society of St. Sulpice	Baltimore			
St. Angela Hall	Rockville			
St. Anthony Mission House	Ellicott City			
St. Charles Villa	Baltimore	Y		
St. Conrad Friary	Annapolis			
St. Francis Convent	Baltimore			
St. John de Matha Monastery, Order of Most Holy Trinity	Hyattsville			
St. Joseph Manor	Baltimore			
St. Joseph Passionist Monastary	Baltimore			
St. Joseph Residence	Baltimore			
St. Joseph Society of the Sacred Heart	Baltimore	Y		
St. Joseph's Juniorate	Leonardtown			
St. Mary's Residence	Baltimore			

Institution	City	Response	Site Visited	Notes
St. Mary's Seminary College	Baltimore			
St. Mary's Seminary and University	Baltimore	Y		
Trinitarian Provincial Offices	Baltimore	Y		
Ursuline Convent	Bethesda			
Villa Cortona Lay Womens' Association	Bethesda			
Villa Julie Infirmary	Stevenson			
Villa Maria Home for Sick and Retired	Glen Arm			
Villa Mercy Convent	Bethesda			
Visitation Monastery	Baltimore			
Visitation Monastery	Frederick			
Washington Theological Coalition	Silver Spring			
Xaverian College	Silver Spring			

Colleges and Universities

Institution	City	Response	Site Visited	Notes
Allegany Community College Library	Cumberland	Y	Y	
Anne Arundel County Community College	Arnold	Y		No historical records
Bowie State College Librarian	Bowie			
Bowie State College, Thurgood Marshall Library	Bowie	Y	Y	
Catonsville Community College Library	Catonsville			
Cecil Community College Library	North East	Y		Restricted
Charles County Community College	LaPlata			
Charles County Community College Library	La Plata	Y	Y	Restricted
Chesapeake College Library	Wye Mills			
College of Notre Dame of Maryland, Archivist	Baltimore	Y	Y	
College of Notre Dame of Maryland, Librarian	Baltimore			
Columbia Union College	Takoma Park	Y		
Community College of Baltimore	Baltimore			
Community College of Baltimore - Harbor Campus	Baltimore			
Coppin State College	Baltimore			
Dundalk Community College Library	Baltimore			
Essex Community College	Baltimore	Y		Restricted
Ferdinand Hamburger, Jr. Archives	Baltimore	Y		
Frederick Community College Library	Frederick	Y		No historical records
Frostburg State College	Frostburg	Y	Y	
Garrett Community College Library	McHenry	Y		No historical records

Institution	City	Response	Site Visited	Notes
Goucher College	Towson	Y	Y	
Hagerstown Junior College Library	Hagerstown	Y		
Harford Community College Library	Bel Air	Y		No data available
Harry Lundeberg School of Seamanship Library	Piney Point	Y		Restricted
Hood College	Frederick	Y	Y	
Howard Community College Library	Columbia			
Johns Hopkins Medical Institutions	Baltimore	Y		
Johns Hopkins University Medical Archives	Baltimore			
Johns Hopkins University, Eisenhower Library	Baltimore	Y	Y	
Johns Hopkins University, Garrett Library	Baltimore			
Johns Hopkins University, Homewood House	Baltimore			
Johns Hopkins University, Hutzler Library	Baltimore	Y		No historical records
Johns Hopkins University, Institute of the History of Medicine	Baltimore	Y		
Johns Hopkins University, Maryland Geological Survey	Baltimore			
Johns Hopkins University, New Letter Librarian	Baltimore			
Johns Hopkins University, Peabody Library	Baltimore	Y		
Joseph M. Meyerhoff Library	Baltimore	Y		
Loyola College Library	Baltimore			
Loyola College, Archivist	Baltimore	Y	Y	
Loyola-Notre Dame Library, Inc.	Baltimore			
Maryland College of Art and Design Library	Silver Spring	Y		No historical records
Maryland Institute College of Art	Baltimore			
Maryland Institute College of Art, Decker Library	Baltimore	Y		
Medical and Chirurgical Faculty of Maryland Library	Baltimore	Y		
Montgomery College - Germantown Campus Library	Germantown	Y		
Montgomery College - Rockville Campus Archives	Rockville	Y		
Montgomery College - Rockville Campus Library	Rockville			
Montgomery College Library - Takoma Park Campus	Takoma Park			
Morgan State University	Baltimore			
Mt. Saint Mary's College Library	Emmitsburg	Y	Y	Restricted
Mt. Saint Mary's College, Phillips Library	Emmitsburg			
Ner Israel Rabbinical College Library	Baltimore			
Peabody Conservatory Library	Baltimore			
Prince George's Community College Library	Largo			
Salisbury State College, Blackwell Library	Salisbury	Y	Y	Restricted
Salisbury State College, Delmarva Historical Archives Center	Salisbury	Y	Y	
Salisbury State College, North American Wildfowl Art Museum	Salisbury			

Institution	City	Response	Site Visited	Notes
St. John's College Library	Annapolis			
St. Mary's College of Maryland Library	St. Mary's City			
Talmudical Academy of Baltimore Library	Baltimore			
Towson State University, Archivist	Towson	Y	Y	
Towson State University, Cook Library	Towson			
University of Baltimore, Director, BRISC	Baltimore			
University of Baltimore, Langsdale Library	Baltimore	Y		
University of Baltimore, Steamship Historical Society Library	Baltimore			
University of Maryland - Eastern Shore, Frederick Douglass Library	Princess Anne	Y	Y	
University of Maryland Baltimore County, Albin O. Kuhn Library and Gallery	Baltimore	Y	Y	
University of Maryland at Baltimore, Health Science Library	Baltimore	Y		Restricted
University of Maryland, Architecture Library	College Park	Y		
University of Maryland, College of Library and Information Services Library	College Park			
University of Maryland, Computer Science Center Program Library	College Park			
University of Maryland, East Asia Collections	College Park	Y		
University of Maryland, Engineering Library	College Park	Y		No historical records
University of Maryland, Geography Reference Library	College Park			
University of Maryland, Hornbake Library	College Park	Y		Records stored off site
University of Maryland, Law School Library	Baltimore			
University of Maryland, M. Lucia James Curriculum Laboratory	College Park			
University of Maryland, Maryland Technical Advisory Service	College Park			
University of Maryland, Marylandia Dept., McKeldin Library	College Park	Y		
University of Maryland, McKeldin Library	College Park	Y	Y	
University of Maryland, Music Library	College Park			
University of Maryland, Society for Cinema Studies	College Park			
University of Maryland, Undergraduate Library	College Park			
University of Maryland, White Memorial Library	College Park			
Villa Julie College Library	Stevenson			
WOR-WIC Tech Community College Library	Salisbury			
Washington Bible College - Capital Bible Seminary	Lanham	Y		No historical records
Washington College	Chestertown	Y	Y	
Western Maryland College	Westminster	Y	Y	Restricted

Public Libraries

Institution	City	Response	Site Visited	Notes
Aberdeen Public Library	Aberdeen	Y		
Accident Branch Public Library	Accident	Y		
Accokeek Public Library	Accokeek			
Allegany County Public Library	Cumberland	Y		
Annapolis Public Library	Annapolis			
Annapolis and Anne Arundel County Public Library	Annapolis	Y		
Arbutus Branch Public Library	Baltimore			
Aspen Hill Public Library	Rockville	Y		
Baden Public Library	Brandywine			
Bel Air Branch Public Library	Bel Air			
Beltsville Public Library	Beltsville			
Berlin Public Library	Berlin			
Bethesda Public Library	Bethesda			
Bladensburg Public Library	Bladensburg			
Boonsboro Free Library	Boonsboro			
Bowie Public Libraryy	Bowie			
Broadway Public Library	Baltimore			
Brooklyn Park Public Library	Baltimore	Y		No data available
Brooklyn Public Library	Baltimore			
Brunswick Public Library	Brunswick			
C. Burr Artz Public Library	Frederick	Y	Y	
Calvert County Public Library	Prince Frederick			
Canton Library Center	Baltimore	Y		No historical records
Carbin Memorial Public Library	Crisfield			
Caroline County Public Library	Denton	Y		
Carroll County Public Library	Westminster	Y		No historical records
Catonsville Area Public Library	Catonsville	Y		
Cecil County Public Library	Elkton	Y	Y	
Cecilton Public Library	Cecilton			
Charles County Public Library	La Plata	Y		
Charles E. Miller Public Library	Ellicott City			
Charlotte Hall Public Library	Charlotte Hall			
Cherry Hill Library Center	Baltimore			
Chevy Chase Public Library	Chevy Chase	Y		No historical records

Institution	City	Response	Site Visited	Notes
Church Road Community Library	Ellicott City			
Clifton Library Center	Baltimore			
Cockeysville Area Public Library	Cockeysville	Y		No historical records
College Park Public Library	College Park			
Crofton Public Library	Crofton			
Damascus Public Library	Damascus			
Darlington Family Reading Center	Darlington			
Davis Public Library	Bethesda			
Deal Island Community Library	Deal Island			
District Heights Public Library	District Heights			
Dorchester County Public Library	Cambridge	Y	Y	
Dundalk Avenue Public Library	Baltimore			
Dundalk Public Library	Dundalk			
Eastern Shore Regional Library	Salisbury	Y		No historical records
Edgemere Mini-Library	Baltimore			
Edgewood Branch Public Library	Edgewood			
Edmondson Avenue Public Library	Baltimore			
Eldersburg Branch Library	Eldersburg	Y		No historical records
Emmitsburg Public Library	Emmitsburg	Y		
Enoch Pratt Free Library	Baltimore	Y		
Enoch Pratt Free Library, Hamilton Branch 20	Baltimore	Y		
Essex Area Public Library	Essex			
Ewell Public Library	Ewell			
Fairmount Heights Public Library	Fairmount Heights			
Fairview Public Library	Owings			
Federalsburg Public Library	Federalsburg			
Fells Point Library Center	Baltimore			
Finzel Community Center Public Library	Frostburg			
Forest Park Public Library	Baltimore			
Four Corners Public Library	Silver Spring			
Frederick County Public Libraries	Frederick	Y		
Friendsville Community Center Public Library	Friendsville			
Frostburg Public Library	Frostburg			
Gaithersburg Public Library	Gaithersburg	Y		No historical records
Gardenville Public Library	Baltimore			
George Peabody Public Library	Baltimore			
Glenarden Public Library	Glenarden	Y		No historical records

Institution	City	Response	Site Visited	Notes
Glymont Public Library	Indian Head			
Govans Public Library	Baltimore			
Grantsville Branch Public Library	Grantsville			
Greenbelt Public Library	Greenbelt			
Hamilton Public Library	Baltimore			
Hampden Library Center	Baltimore			
Havre de Grace Branch Public Library	Havre de Grace			
Herring Run Public Library	Baltimore			
Highlandtown Library Center	Baltimore			
Hillcrest Heights Public Library	Hillcrest Heights			
Hollins-Payson Public Library	Baltimore			
Howard County Public Library	Columbia	Y		No data available
Hurlock Public Library	Hurlock			
Hyattsville Public Library	Hyattsville			
Jacksonville Mini-Library	Phoenix			
Joppa Public Library	Joppa			
Keedysville Library Station	eedysville			
Kensington Park Public Library	Kensington	Y		No historical records
Kent County Public Library	Chestertown			
Keyworth Avenue Library Center	Baltimore			
Kirk Avenue Library Center	Baltimore			
Kitzmiller Community Center Public Library	Kitzmiller			
Kuethe Memorial Public Library	Glen Burnie			
La Vale Public Library	La Vale			
Lafayette Square Library Center	Baltimore			
Lansdowne Public Library	Baltimore			
Laurel Public Library	Laurel			
Lexington Park Public Library	Lexington Park	Y		
Light Street Public Library	Baltimore			
Linthicum Public Library	Linthicum			
Lisbon Community Library	Ellicott City			
Little Falls Public Library	Bethesda			
Loch Raven Public Library	Baltimore			
Long Branch Public Library	Silver Spring			
Magruder Public Library	Hyattsville			
Marion Community Library	Marion			
Marlboro Public Library	Upper Marlboro			

Institution	City	Response	Site Visited	Notes
Maryland City Public Library	Laurel			
Middle River Public Library	Baltimore			
Middletown Public Library	Middletown			
Morrell Park Library Center	Baltimore			
Mount Airy Public Library	Mt. Airy			
Mount Rainier Public Library	Mt. Rainier			
New Carrollton Public Library	New Carrollton	Y		No historical records
North County Public Library	Harundale			
North East Branch Public Library	North East			
North Point Area Public Library	Baltimore			
Northeast Public Library	Hampstead			
Northwood Public Library	Baltimore			
Noyes Children's Library	Kensington			
Ocean City Public Library	cean City			
Odenton Public Library	Odenton	Y		No historical records
Olney Public Library	Olney			
Owings Mills Mini-Library	Owings Mills			
Oxford Public Library	Oxford			
Oxon Hill Public Library	Oxon Hill			
P.D. Brown Memorial Public Library	Waldorf	Y		No data available
Parkville-Carney Public Library	Baltimore			
Patterson Park Public Library	Baltimore			
Pennsylvania Avenue Public Library	Baltimore			
Perry Hall Public Library	Baltimore			
Pikesville Public Library	Pikesville			
Pimlico Public Library	Baltimore	Y		No historical records
Pocomoke City Public Library	Pocomoke City			
Potomac Public Library	Rockville	Y		No historical records
Preston Public Library	Preston			
Prince George's County Memorial Library	Hyattsville			
Prince George's County Public Documents Reference Library	Upper Marlboro	Y		
Queen Anne's County Free Library	Centreville			
Randallstown Area Public Library	Randallstown			
Reading Resource Center	Baltimore			
Reisterstown Public Library	Reisterstown			
Reisterstown Road Public Library	Baltimore			
Ridgely Public Library	Ridgely			

Institution	City	Response	Site Visited	Notes
Rising Sun Public Library	Rising Sun			
Riviera Beach Public Library	Pasadena			
Rock Hall Public Library	Rock Hall			
Rockville Public Library	Rockville	Y	Y	
Roland Park Public Library	Baltimore			
Rosedale Area Public Library	Baltimore			
Ruth Enlow Public Library	Oakland	Y	Y	
Savage Community Library	Savage			
Severna Park Public Library	Severna Park			
Sharpsburg Public Library	Sharpsburg			
Silver Spring Public Library	Silver Spring	Y		
Smithsburg Public Library	Smithsburg			
Somerset County Public Library	Princess Anne	Y		No historical records
South County Public Library	Deale			
South Cumberland Public Library	Cumberland			
Southern Maryland Regional Library Association	La Plata			
St. Mary's County Memorial Library	Leonardtown			
St. Michaels Public Library	St. Michaels			
St. Paul Street Library Center	Baltimore			
Suitland Public Library	Suitland			
Surratts-Clinton Public Library	Clinton			
Takoma Park Maryland Library	Takoma Park			
Talbot County Free Library	Easton	Y	Y	
Taneytown Public Library	Taneytown			
Thurmont Public Library	Thurmont	Y		No historical records
Towson Area Public Library	Towson	Y		
Turner's Station Public Library	Turner's Station			
Twin Beaches Public Library	North Beach			
Twinbrook Public Library	Rockville			
Tylerton Public Library	Tylerton	Y		No data available
Walbrook Public Library	Baltimore			
Washington Village Library Center	Baltimore			
Waverly Public Library	Baltimore			
Wellwood Mini-Library	Baltimore			
Western County Public Library	Poolesville			
Western Maryland Room	Hagerstown	Y	Y	
Westernport Public Library	Westernport			

Institution	City	Response	Site Visited	Notes
Westover Community Library	Westover			
Wheaton Public Library	Wheaton			
White Oak Public Library	Silver Spring			
Whiteford Family Reading Center	Whiteford			
Wicomico Free Library	Salisbury	Y	Y	
Williamsport Memorial Library	Williamsport			
Woodlawn Public Library	Baltimore			
Worcester County Library	Snow Hill	Y	Y	

Museums and Historical Societies

Institution	City	Response	Site Visited	Notes
Allegany County Historical Society, Inc.	Cumberland			
Ann Arrundell Historical Society	Severna Park			
Anne Arundel Heritage, Inc.	Annapolis	Y		Restricted
Antietam National Battlefield Library	Sharpsburg	Y		
Arabian Horse Museum	Barnesville			
Archaeological Society of Maryland, Inc.	Abingdon	Y		
Ballestone Preservation Society	Baltimore	Y		No historical records
Baltimore County Historical Society	Cockeysville	Y		
Baltimore Fire Museum	Baltimore			
Baltimore Heritage, Inc.	Baltimore			
Baltimore Industrial Museum	Baltimore			
Baltimore Museum of Art Library	Baltimore			
Baltimore Museum of Industry	Baltimore	Y		
Baltimore Public Works Museum	Baltimore	Y		
Baltimore Streetcar Museum	Baltimore	Y		
Bendann Art Galleries	Baltimore			
Boonsborough Museum of History	Boonsboro	Y		Restricted
C & O Canal National Historical Park Headquarters	Sharpsburg			
Calvert County Historical Society	Prince Frederick	Y		
Calvert Marine Museum	Solomons	Y		
Caroline County Historical Society	Greensboro			
Carroll County Genealogical Society	Westminster			
Carroll County Historical Society	Westminister	Y		
Catoctin Furnace Historical Society	Thumont	Y		No historical records

Institution	City	Response	Site Visited	Notes
Cecil County Historical Society	Elkton	Y		
Charles City Historical Society	Port Tobacco	Y		
Chesapeake Bay Maritime Museum Library	Saint Michaels	Y		Restricted
Chesapeake Beach Railway Museum	Chesapeake Beach	Y		
City Hall Museum and Cultural Center	Salisbury			
Cloisters Children's Museum of Baltimore City	Brooklandville	Y		Restricted
Commission for Historical and Architectural Preservation	Baltimore	Y		
Congressional Cemetery Association	Washington	Y		
Constellation Restoration Foundation	Baltimore			
Cresap Museum, Inc.	Oldtown			
Deep Creek Lake State Park	Swanton			
Dorchester County Historical Society	Cambridge			
Downs Park Historical Society	Pasadena	Y		
Essex-Middle River Heritage Society	Baltimore			
Finnish American Cultural Society	Baltimore	Y		
Fort McHenry National Monument and Historical Shrine	Baltimore			
Frederick City Historic Distric Commission	Frederick	Y		
Frederick County Genealogical Society	Frederick			
Frederick County Historic Society, Inc.	Frederick	Y		
Friends of Rodgers Tavern	Perryville			
Frostburg Museum Association, Inc.	Frostburg	Y		
Garrett County Historical Society	Oakland	Y		
Genealogical Council of Maryland	Bowie			
German Society of Maryland	Baltimore	Y		
German-American Citizens Association of Maryland	Baltimore	Y		Restricted
Green Mount Cemetery	Baltimore	Y		
Hamilton National Genealogical Society	Rockville	Y		Restricted
Hammond-Harwood House Association	Annapolis	Y		
Hampton National Historic Site	Towson	Y		Restricted
Harford County Historical Society	Bel Air	Y		
Hellenic University Club	Baltimore			
Historic Annapolis, Inc.	Annapolis	Y		
Historic District Commission, City of Annapolis	Annapolis			
Howard County Genealogical Society	Columbia	Y		
Howard County Historical Society	Ellicott City	Y		
Jackson Museum	Baltimore			
Jewish Historical Society of Maryland, Inc.	Baltimore	Y		

Institution	City	Response	Site Visited	Notes
Joint Baltic American National Committee	Rockville			
Judaic Museum	Rockville			
Kent County Historical Society	Chestertown	Y		
Kent Island Heritage Society	Stevensville	Y		
Kent Museum, Inc.	Chestertown			
Kytherian Society	Baltimore			
Lacrosse Hall of Fame Foundation	Baltimore			
Liberian Museum	Baltimore	Y		Restricted
Lillie Carroll Jackson Museum	Baltimore	Y		Restricted
London Town Publik House and Gardens	Edgewater	Y		Restricted
Loudon Park Cemetery Company	Baltimore	Y		Restricted
Lovely Lane Museum	Baltimore	Y		
Maryland Academy of Sciences	Baltimore			
Maryland Association of Historic District Commissions	Frederick			
Maryland Colonial Society	Baltimore			
Maryland Genealogical Society	Baltimore	Y		
Maryland Historical Society	Baltimore	Y		
Maryland Historical Society	Baltimore	Y		
Maryland Historical Society	Baltimore			
Maryland House & Garden Pilgrimage	Towson			
Maryland Pharmaceutical Association	Baltimore	Y		
Maryland Postcard Historical Society	Hagerstown			
Montgomery County Historical Society	Rockville	Y		
Mt. Vernon District Improvement Association	Baltimore	Y		
National Capital Trolley Museum	Silver Spring	Y		Restricted
National Colonial Farm	Accokeek	Y		
Old Bohemia Historical Society, Inc.	Warwick	Y		
Old Wye Mill Society	Wye Mills			
Olde Princess Anne Days, Inc.	Princess Anne			
Original Northwood Community Association	Baltimore			
Pathway Project Ethnic Heritage Studies Program	Baltimore			
Peale Museum	Baltimore	Y		
Polish Nobility Association	Anneslie	Y		Restricted
Prince George's County Historical Society	Hyattsville			
Prince George's County Historical Society	Riverdale			
Queen Anne's County Historical Society	Centreville			
Rose Hill Manor Children's Museum and Carriage Museum	Frederick			

Institution	City	Response	Site Visited	Notes
Sandy Spring Museum	Sandy Spring	Y		
Society for the History of the Germans in Maryland	Baltimore	Y		No historical records
Society for the Preservation of Federal Hill &	Baltimore			
Society for the Preservation of Maryland Antiquities	Marriotsville	Y		
Society of the Ark and the Dove	Baltimore			
Somerset County Historical Society	Princess Anne			
Sotherby Mansion Foundation, Inc.	Hollywood	Y		
St. Andrew's Society	Bel Air			
St. Mary's City Commission	St. Mary's City	Y		No historical records
St. Mary's County Historical Society	Leonardtown	Y		
Star-Spangled Banner Flag House Association, Inc.	Baltimore	Y		Restricted
Steamship Historical Society of America, Inc.	Staten Island	Y		Records stored at U. of B.
Steppingstone Museum Association	Havre de Grace			
Sugarloaf Regional Trails	Dickerson	Y		
Surratt House and Tavern	Clinton	Y		
Takoma Park Historical Society	Takoma			
Talbot County Historical Society	Easton	Y		
Union Dorcas Society	Easton	Y		
Union Mills Homestead	Union Mills			
Unitarian and Universalist Genealogical Society	Cockeysville	Y		
United Methodist Historical Society	Baltimore			
Upper Shore Genealogical Society of Maryland	Easton	Y		
Walters Art Gallery Library	Baltimore			
Walters Art Gallery Library	Baltimore	Y		Restricted
Washington County Historical Society	Hagerstown	Y		
Washington County Museum of Fine Arts Library	Hagerstown	Y		
Western Maryland Railway Historical Society	Union Bridge	Y		
Wicomico Historical Society	Salisbury			
Wildfowl Art Museum of the Ward Foundation	Salisbury	Y		
Women's Welsh Clubs of America	Baltimore			
Worcester County Historical Society	MD			

County Agencies

Institution	City	Response	Site Visited	Notes
Allegany County Attorney	Cumberland	Y		
Allegany County Board of Commissioners	Cumberland	Y	Y	

Institution	City	Response	Site Visited	Notes
Allegany County Board of Education	Cumberland			
Allegany County Board of Health	Cumberland			
Allegany County Board of Public Works	Cumberland			
Allegany County Board of Zoning Appeals	Cumberland			
Allegany County Commission on the Aging	Cumberland			
Allegany County Comptroller	Cumberland	Y		
Allegany County Department of Inspection and Permits	Cumberland	Y		
Allegany County Director of Finance	Cumberland			
Allegany County Environmental Health Office	Cumberland	Y		
Allegany County Health Advisory Board	Cumberland	Y		
Allegany County Housing and Home Rehabilitation Office	Ellerslie			
Allegany County Liquor Control Board	Cumberland			
Allegany County Planning and Zoning Commission	Cumberland			
Allegany County Sanitary Commission	Cumberland	Y		
Allegany County Social Services Board	Cumberland			
Allegany County State & Local Programs	Cumberland			
Allegany County Superintendent of Schools	Cumberland			
Allegany County Water Commission	Cumberland	Y		
Anne Arundel County Board of Appeals	Annapolis			
Anne Arundel County Board of Education	Annapolis			
Anne Arundel County Board of Liquor Commissioners	Annapolis			
Anne Arundel County Board of Public Works	Annapolis	Y	Y	
Anne Arundel County Central Services Officer	Annapolis			
Anne Arundel County Commission for Women	Severn			
Anne Arundel County County Executive	Annapolis			
Anne Arundel County Department of Inspection and Permits	Annapolis	Y		
Anne Arundel County Detention Center	Annapolis			
Anne Arundel County Director of Administration	Annapolis			
Anne Arundel County Environmental Office	Annapolis			
Anne Arundel County Housing Authority	Glen Burnie			
Anne Arundel County Human Relations Officer	Annapolis			
Anne Arundel County Mental Health Advisory Committee	Annapolis			
Anne Arundel County Planning Advisory Board	Annapolis			
Anne Arundel County Planning and Zoning Officer	Annapolis			
Anne Arundel County Police Department	Millersville	Y		
Anne Arundel County Sheriff	Annapolis			
Anne Arundel County Social Services Board	Annapolis			

Institution	City	Response	Site Visited	Notes
Anne Arundel County Solicitor	Annapolis			
Anne Arundel County State's Attorney	Annapolis			
Anne Arundel County Superintendent of Schools	Annapolis	Y	Y	
Baltimore County Administrative Officer	Towson			
Baltimore County Amusement and Business License Inspection	Towson			
Baltimore County Attorney	Towson			
Baltimore County Board of Appeals	Towson			
Baltimore County Board of Education	Towson	Y		
Baltimore County Board of Health	Towson			
Baltimore County Board of Liquor License Commissioners	Towson			
Baltimore County Commission on the Aging	Towson			
Baltimore County Department of Permits and Licenses	Towson			
Baltimore County Department of Public Works	Towson			
Baltimore County Director of Finance	Towson			
Baltimore County Executive	Towson	Y		
Baltimore County Jail	Towson	Y		
Baltimore County Office of Central Services	Towson			
Baltimore County Office of Planning and Zoning	Towson			
Baltimore County Planning Board	Towson			
Baltimore County Police Department	Towson	Y		
Baltimore County Sheriff	Towson			
Baltimore County Social Services Board	Towson	Y		
Baltimore County State's Attorney	Towson			
Baltimore County Superintendent of Schools	Towson	Y		
Calvert County Administrative Director	Prince Frederick	Y	Y	
Calvert County Attorney	Prince Frederick			
Calvert County Board of Commissioners	Prince Frederick			
Calvert County Board of Education	Prince Frederick			
Calvert County Board of Liquor Commissioners	Prince Frederick			
Calvert County Board of Zoning Appeals	Prince Frederick	Y		
Calvert County Commission on the Aging	Huntingtown	Y		
Calvert County Department of Planning and Zoning	Prince Frederick	Y		
Calvert County Department of Public Facilities	Prince Frederick	Y		
Calvert County Division of Inspections and Permits	Prince Frederick	Y		
Calvert County Hospital Board	Port Republic			
Calvert County Housing Authority	Port Republic			
Calvert County Human Relations Commission	Lusby			

Institution	City	Response	Site Visited	Notes
Calvert County Jail	Prince Frederick			
Calvert County Planning Commission	Huntingtown			
Calvert County Sheriff	Prince Frederick			
Calvert County Social Services Board	Prince Frederick			
Calvert County State's Attorney	Prince Frederick			
Calvert County Superintendent of School	Prince Frederick	Y	Y	
Calvert County Treasurer	Prince Frederick	Y		
Caroline County Attorney	Denton	Y		
Caroline County Board of Commissioners	Denton	Y		
Caroline County Board of Education	Denton	Y		
Caroline County Board of Health	Denton	Y		
Caroline County Board of Liquor License Commissioners	Denton			
Caroline County Board of Zoning Appeals	Denton			
Caroline County Commission on the Aging	Ridgely	Y		
Caroline County Courthouse	Denton			
Caroline County Jail	Denton			
Caroline County Planning Commission	Denton	Y	Y	
Caroline County Roads	Denton			
Caroline County Sheriff	Denton			
Caroline County Social Services Board	Denton			
Caroline County Superintendent of Schools	Denton	Y	Y	
Caroline County Treasurer	Denton	Y		
Carroll County Attorney	Westminster			
Carroll County Board of Commissioners	Westminster	Y	Y	
Carroll County Board of Education	Westminster	Y		
Carroll County Board of Liquor License Commissioners	Westminster			
Carroll County Board of Zoning Appeals	Westminster	Y		
Carroll County Bureau of Inspection and Permits	Westminster			
Carroll County Commission on the Aging	Westminster			
Carroll County Director of Administration & Finance	Westminster	Y		
Carroll County Director of Public Works	Westminster			
Carroll County Farm Museum	Westminster			
Carroll County Historic District Commission	Uniontown			
Carroll County Hospital Board	Hampstead			
Carroll County Mental Health, Alcoholism & Drug Abuse Advisory Committee	Westminster			
Carroll County Planning and Zoning Commission	Westminster			

Institution	City	Response	Site Visited	Notes
Carroll County Sheriff	Westminster			
Carroll County Social Services Board	Westminster	Y		
Carroll County State's Attorney	Westminster			
Carroll County Superintendent of Schools	Westminster			
Cecil County Attorney	Elkton			
Cecil County Board of Commissioners	Elkton			
Cecil County Board of Education	Elkton			
Cecil County Board of Liquor License Commissioners	Elkton			
Cecil County Board of Zoning Appeals	Elkton			
Cecil County Commission on the Aging	Elkton	Y		
Cecil County Director of Public Works	Elkton			
Cecil County Hospital Board	Elkton			
Cecil County Jail Board	North East			
Cecil County Jail/Detention Center	Elkton	Y		
Cecil County Planning and Zoning Commission	Elkton			
Cecil County Social Services Board	Elkton	Y		
Cecil County State's Attorney	Elkton			
Cecil County Superintendent of Schools	Elkton	Y		
Cecil County Treasurer	Elkton			
Cecil County Upper Shore Aging	Chestertown	Y		
Cecil County Upper Shore Mental Health, Inc.	Earleville			
Charles County - Southern Maryland Tri-County Community Action Committee	Hughesville			
Charles County Administrator	La Plata			
Charles County Attorney	La Plata	Y		
Charles County Board of Commissioners	La Plata			
Charles County Board of Education	La Plata	Y	Y	
Charles County Board of License Commissioners	La Plata	Y		
Charles County Board of Public Safety	La Plata			
Charles County Board of Zoning Appeals	La Plata			
Charles County Commission on the Aging	Cobb Island			
Charles County Department of Inspection of Zoning and Permits	La Plata			
Charles County Detention Center	La Plata	Y		
Charles County Director of Public Works	La Plata	Y		
Charles County Hospital Board	La Plata	Y		
Charles County Housing Officer	La Plata			
Charles County Human Relations Commission	Hughesville			

Institution	City	Response	Site Visited	Notes
Charles County Planning and Zoning Commission	Port Tobacco			
Charles County Sheriff	La Plata			
Charles County Social Services Board	Indian Head			
Charles County State's Attorney	La Plata	Y		
Charles County Superintendent of Schools	La Plata	Y		
Charles County Treasurer and Tax Collector	La Plata			
Dorchester County Attorney	Cambridge			
Dorchester County Board of Commissioners	Cambridge	Y		
Dorchester County Board of Education	Cambridge			
Dorchester County Board of Liquor License Commissioners	Cambridge	Y		
Dorchester County Commissioner on the Aging	Cambridge	Y		
Dorchester County Liquor Control Board	Cambridge			
Dorchester County Planning and Zoning Commission	Cambridge	Y		
Dorchester County Roads Board Manager	Cambridge			
Dorchester County Sanitary Commission	Cambridge	Y		
Dorchester County Sheriff	Cambridge			
Dorchester County Social Services Board	Cambridge	Y		
Dorchester County State's Attorney	Cambridge			
Dorchester County Superintendent of Schools	Cambridge	Y		
Dorchester County Treasurer	Cambridge	Y		
Frederick County Administrative Assistant	Frederick			
Frederick County Attorney	Frederick			
Frederick County Board of Commissioners	Frederick			
Frederick County Board of Education	Frederick			
Frederick County Board of Zoning Appeals	Frederick			
Frederick County Commission on the Aging	Frederick	Y		
Frederick County Department of Inspection and Permits	Frederick			
Frederick County Department of Public Works	Frederick			
Frederick County Human Relations Council	Frederick			
Frederick County Jail	Frederick			
Frederick County Liquor License Commissioner	Frederick			
Frederick County Mental Health Advisory Committee	Frederick			
Frederick County Planning and Zoning Commission	Frederick			
Frederick County Sheriff	Frederick			
Frederick County Social Services Board	Frederick			
Frederick County State's Attorney	Frederick			
Frederick County Superintendent of Schools	Frederick	Y	Y	

Institution	City	Response	Site Visited	Notes
Frederick County Treasurer	Frederick	Y	Y	
Garrett County Board of Commissioners	Oakland			
Garrett County Board of Education	Oakland			
Garrett County Board of Zoning Appeals	Oakland			
Garrett County Commission on the Aging	Oakland			
Garrett County Hospital Board	Oakland			
Garrett County Jail/Detention Center	Oakland			
Garrett County Liquor Control Board	Oakland			
Garrett County Mental Health Advisory Committee	Oakland			
Garrett County Planning Commission	Oakland			
Garrett County Roads Supervisor	Oakland			
Garrett County Sanitary Commission	Oakland			
Garrett County Sheriff	Oakland			
Garrett County Social Services Board	Oakland			
Garrett County State's Attorney	Oakland			
Garrett County Superintendent of Schools	Oakland	Y		
Garrett County Treasurer and Tax Collector	Oakland			
Harford County Attorney	Bel Air			
Harford County Board of Education	Bel Air			
Harford County Commission for Women	Bel Air			
Harford County Commission on the Aging	Bel Air			
Harford County Department of Licenses and Permits	Bel Air			
Harford County Department of Public Works	Bel Air	Y		
Harford County Director of Administration	Bel Air	Y	Y	
Harford County Director of Planning and Zoning	Bel Air			
Harford County Director of Social Services	Bel Air			
Harford County Executive	Bel Air	Y	Y	
Harford County Historic District Commission	Bel Air			
Harford County Hospital Board	Havre de Grace			
Harford County Housing Commission	Bel Air			
Harford County Human Relations Commission	Bel Air			
Harford County Liquor Control Board	Bel Air			
Harford County Mental Health Advisory Committee	Bel Air			
Harford County Planning Advisory Board	Bel Air	Y		
Harford County Public Housing Agency	Bel Air			
Harford County Sheriff	Bel Air	Y		
Harford County State's Attorney	Bel Air			

Institution	City	Response	Site Visited	Notes
Harford County Superintendent of Schools	Bel Air	Y	Y	
Harford County Treasurer	Bel Air	Y	Y	
Howard County Administrator	Ellicott City			
Howard County Advisory Board of Health	Ellicott City			
Howard County Board of Education	Columbia			
Howard County Central Services Officer	Ellicott City	Y		
Howard County Chief of Police	Ellicott City			
Howard County Commission on the Aging	Ellicott City	Y		
Howard County Department of Inspection and Permits	Ellicott City			
Howard County Director of Finance	Ellicott City	Y		
Howard County Director of Public Works	Ellicott City			
Howard County Division of Comprehensive and Transportation Planning	Ellicott City			
Howard County Executive	Ellicott City			
Howard County Historic District Commission	Ellicott City	Y		
Howard County Housing Assistance	Ellicott City	Y		
Howard County Human Rights Commission	Ellicott City	Y		
Howard County Jail/Detention Center	Ellicott City			
Howard County Mental Health Advisory Committee	Columbia			
Howard County Office of License Commissioners	Ellicott City	Y		
Howard County Office of Planning and Zoning	Ellicott City			
Howard County Planning Board	Ellicott City			
Howard County Public Information Coordinator	Ellicott City			
Howard County Public Works Board	Ellicott City			
Howard County Sheriff	Ellicott City			
Howard County Social Services Board	Ellicott City			
Howard County Solicitor	Ellicott City			
Howard County State's Attorney	Ellicott City	Y		
Howard County Superintendent of Schools	Ellicott City	Y		
Kent County Attorney	Chestertown			
Kent County Board of Commissioners	Chestertown	Y	Y	
Kent County Board of Education	Chestertown			
Kent County Board of Liquor License Commissioners	Chestertown			
Kent County Board of Zoning Appeals	Chestertown	Y		
Kent County Central Communications Commission	Chestertown			
Kent County Commission on the Aging	Rock Hall			
Kent County Mental Health Advisory Board	Chestertown			

Institution	City	Response	Site Visited	Notes
Kent County Mental Health and Addictions Advisory Committee	Chestertown			
Kent County Planning Director and Zoning Administrator	Chestertown			
Kent County Planning and Zoning Commission	Chestertown			
Kent County Sheriff	Chestertown			
Kent County Social Services Board	Chestertown			
Kent County State's Attorney	Chestertown	Y		
Kent County Superintendent of Schools	Chestertown	Y		
Kent County Treasurer	Chestertown			
Kent County Upper Shore Aging Director	Chestertown	Y		
Kent County Upper Shore Mental Health, Inc.	Chestertown			
Montgomery County - Maryland National Capital Park and Planning Commission	Silver Spring	Y		
Montgomery County - Washington Suburban Sanitary Commission	Hyattsville			
Montgomery County - Washington Suburban Transit Commission	Silver Spring			
Montgomery County Administrative Office	Rockville			
Montgomery County Attorney	Rockville			
Montgomery County Board of Appeals	Rockville	Y		
Montgomery County Board of Education	Rockville	Y		
Montgomery County Board of License Commissioners	Rockville	Y		
Montgomery County Commission for Women	Rockville	Y		
Montgomery County Commission on Aging	Rockville			
Montgomery County Commission on Human Relations	Bethesda			
Montgomery County Department of Corrections and Rehabilitation	Rockville			
Montgomery County Department of Environmental Protection	Rockville			
Montgomery County Department of Housing and Community Development	Rockville			
Montgomery County Department of Liquor Control	Rockville			
Montgomery County Department of Police	ockville	Y		
Montgomery County Department of Transportation	Rockville			
Montgomery County Executive	Rockville			
Montgomery County Housing Opportunities Commission	Kensington			
Montgomery County Intergovernmental Programs	Rockville			
Montgomery County Office of Finance	Rockville			
Montgomery County Office of Information	Rockville			
Montgomery County Sheriff	Rockville			
Montgomery County State's Attorney	Rockville			
Montgomery County Superintendent of Schools	Rockville	Y	Y	

Institution	City	Response	Site Visited	Notes
Prince George's County - Maryland-National Capital Park and Planning Commission	Upper Marlboro			
Prince George's County - Washington Suburban Sanitary Commission	Hyattsville			
Prince George's County Attorney	Upper Marlboro			
Prince George's County Board of Education	Upper Marlboro			
Prince George's County Board of Liquor License Commissioners	Upper Marlboro			
Prince George's County Board of Zoning Appeals	Upper Marlboro			
Prince George's County Chief Administrative Officer	Upper Marlboro	Y		
Prince George's County Commission for Women	Upper Marlboro	Y		
Prince George's County Department of Corrections	Upper Marlboro	Y		
Prince George's County Department of Hospitals and Health Care Services	Cheverly			
Prince George's County Department of Licenses and Permits	Upper Marlboro			
Prince George's County Department of Program Planning and Economic Development	Upper Marlboro			
Prince George's County Department of Public Works and Transportation	Upper Marlboro			
Prince George's County Executive	Upper Marlboro			
Prince George's County Human Relations Commission	Upper Marlboro			
Prince George's County Office of Finance	Upper Marlboro			
Prince George's County Police Department	Forestville	Y		
Prince George's County Sheriff	Upper Marlboro	Y		
Prince George's County State's Attorney	Upper Marlboro	Y		
Prince George's County Superintendent of Schools	Upper Marboro			
Queen Anne's County Administrator	Centreville	Y		
Queen Anne's County Attorney	Centreville			
Queen Anne's County Board of County Commissioners	Grasonville	Y		
Queen Anne's County Board of Education	Centreville			
Queen Anne's County Board of Liquor License Commissioners	Millington			
Queen Anne's County Board of Supervisors of Elections	Centreville			
Queen Anne's County Board of Zoning Appeals	Church Hill	Y		
Queen Anne's County Commission on Aging	Centreville			
Queen Anne's County Director of Public Works	Centreville	Y		
Queen Anne's County Mental Health Advisory Committee	Chestertown			
Queen Anne's County Permanent Board of Registry	Centreville			
Queen Anne's County Planning and Zoning Commission	Stevensville			

Institution	City	Response	Site Visited	Notes
Queen Anne's County Sanitary Commission	Centreville			
Queen Anne's County Sheriff	Centreville			
Queen Anne's County Social Services Board	Centreville			
Queen Anne's County State's Attorney	Centreville			
Queen Anne's County Superintendent of Schools	Centreville	Y	Y	
Queen Anne's County Treasurer	Centreville			
Somerset County Administrator	Princess Anne			
Somerset County Attorney	Princess Anne			
Somerset County Board of Commissioners	Princess Anne			
Somerset County Board of Education	Princess Anne			
Somerset County Board of Liquor License Commissioners	Princess Anne			
Somerset County Board of Zoning Appeals	Princess Anne			
Somerset County Commission on the Aging	Princess Anne			
Somerset County Historic District Commission	Princess Anne			
Somerset County Hospital Board	Marion Station			
Somerset County Housing Authority of Crisfield	Crisfield			
Somerset County Jail	Princess Anne			
Somerset County Liquor Control Board	Princess Anne			
Somerset County Planning and Zoning Commission	Princess Anne			
Somerset County Roads Director	Westover	Y		
Somerset County Sanitary Commission	Princess Anne			
Somerset County Sheriff	Princess Anne			
Somerset County Social Services Board	Princess Anne			
Somerset County State's Attorney	Princess Anne			
Somerset County Superintendent of Schools	Princess Anne	Y		
Somerset County Treasurer	Princess Anne			
St. Mary's County Administrator	Leonardtown	Y	Y	
St. Mary's County Attorney	Leonardtown			
St. Mary's County Board of Commissioners	Leonardtown			
St. Mary's County Board of Education	Leonardtown			
St. Mary's County Board of Liquor License Commissioners	Leonardtown			
St. Mary's County Board of Zoning Appeals	Leonardtown			
St. Mary's County Commission on Aging	Leonardtown			
St. Mary's County Engineer	Leonardtown			
St. Mary's County Fire Board	Leonardtown			
St. Mary's County Historic District Commission	Leonardtown			
St. Mary's County Hospital Board	Leonardtown			

Institution	City	Response	Site Visited	Notes
St. Mary's County Housing Authority	Leonardtown			
St. Mary's County Human Relations Commission	Lexington Park			
St. Mary's County Jail/Detention Center	Leonardtown			
St. Mary's County Mental Health/Alcoholism Advisory	Mechanicsville			
St. Mary's County Metropolitan Commission	Lexington Park	Y		
St. Mary's County Permits and Inspection	Leonardtown			
St. Mary's County Planning Commission	Leonardtown			
St. Mary's County Sheriff	Leonardtown			
St. Mary's County Social Services Board	Mechanicsville			
St. Mary's County State Highway Administration	Leonardtown	Y		
St. Mary's County State's Attorney	Leonardtown			
St. Mary's County Superintendent of Schools	Leonardtown	Y		
St. Mary's County Treasurer	Leonardtown			
Talbot County Attorney	Easton			
Talbot County Board of Education	Easton			
Talbot County Board of Liquor License Commissioners	Easton			
Talbot County Commission on the Aging	Easton			
Talbot County Council	Easton	Y		
Talbot County Director of Public Works and County Engineer	Easton			
Talbot County Finance and Budget Officer	Easton			
Talbot County Historic District Commission	Easton			
Talbot County Manager	Easton	Y		
Talbot County Mental Health/Alcoholism and Drug Abuse Advisory Committee	Easton			
Talbot County Middle Department Inspection Agency	Wye Mills			
Talbot County Planning and Zoning Commission	Easton			
Talbot County Public Works Advisory Board	Easton			
Talbot County Sheriff	Easton			
Talbot County Social Services Board	Easton			
Talbot County State's Attorney	Easton			
Talbot County Superintendent of Schools	Easton			
Washington County Administrator	Hagerstown			
Washington County Advisory Board of Health	Hagerstown	Y		
Washington County Attorney	Hagerstown			
Washington County Board of Commissioners	Hagerstown			
Washington County Board of Education	Hagerstown			
Washington County Board of Liquor License Commissioners	Hancock			

Institution	City	Response	Site Visited	Notes
Washington County Board of Recreation and Parks	Hagerstown			
Washington County Board of Zoning Appeals	Boonsboro			
Washington County Commission on the Aging	Hagerstown			
Washington County Department of Inspection and Permits	Hagerstown			
Washington County Director of Finance	Hagerstown			
Washington County Engineer	Hagerstown	Y		
Washington County Historic Advisory Committee	Hagerstown			
Washington County Housing Authority	Hagerstown			
Washington County Mental Health Advisory Committee	Hagerstown	Y		
Washington County Planning Commission	Hagerstown			
Washington County Roads Supervisor/Engineer	Hagerstown			
Washington County Sheriff	Hagerstown			
Washington County Social Services Board	agerstown			
Washington County State's Attorney	Hagerstown	Y		
Washington County Superintendent of Schools	Hagerstown			
Wicomico County Administrative Director	Salisbury			
Wicomico County Attorney	Salisbury	Y		
Wicomico County Board of Education	Salisbury			
Wicomico County Board of Liquor License Commissioners	Salisbury	Y		
Wicomico County Board of Zoning Appeals	Salisbury	Y		
Wicomico County Commission for Women	Salisbury			
Wicomico County Commission on the Aging	Salisbury			
Wicomico County Council	Salisbury			
Wicomico County Director of Public Works	Salisbury			
Wicomico County Economic Development	Salisbury	Y		
Wicomico County Government Office Building	Salisbury	Y		
Wicomico County Housing Authority	Salisbury			
Wicomico County Liquor Control Board	Salisbury	Y		
Wicomico County Planning and Zoning Commission	Salisbury	Y		
Wicomico County Sheriff	Salisbury	Y		
Wicomico County Social Services Board	Salisbury	Y		
Wicomico County State's Attorney	Salisbury	Y		
Wicomico County Superintendent of Schools	Salisbury	Y	Y	
Wicomico County Urban Services Commission	Salisbury			
Worcester County Administrative Director	Snow Hill			
Worcester County Attorney	Ocean City			
Worcester County Board of Commissioners	Snow Hill			

Institution	City	Response	Site Visited	Notes
Worcester County Board of Education	Snow Hill			
Worcester County Board of Liquor License Commissioners	Snow Hill			
Worcester County Board of Zoning Appeals	Snow Hill			
Worcester County Commission on the Aging	Snow Hill			
Worcester County Finance Officer	Snow Hill	Y		
Worcester County Liquor Control Board	Snow Hill			
Worcester County Planning and Zoning Commission	Snow Hill			
Worcester County Roads Engineer	Snow Hill			
Worcester County Sanitary Commission	Snow Hill	Y		
Worcester County Sheriff	Snow Hill			
Worcester County Social Services Board	Snow Hill			
Worcester County State's Attorney	Snow Hill			
Worcester County Superintendent of Schools	Snow Hill	Y	Y	

Municipalities

Institution	City	Response	Site Visited	Notes
Municipality of Aberdeen	Aberdeen			
Municipality of Accident	Accident	Y		
Municipality of Annapolis	Annapolis	Y	Y	
Municipality of Barclay	Barclay			
Municipality of Barnesville	Barnesville	Y	Y	
Municipality of Barton	Barton			
Municipality of Bel Air	Bel Air			
Municipality of Berlin	Berlin			
Municipality of Berwyn Heights	Berwyn Heights	Y		
Municipality of Betterton	Betterton	Y		
Municipality of Bladensburg	Bladensburg	Y		
Municipality of Boonsboro	Boonsboro			
Municipality of Bowie	Bowie			
Municipality of Brentwood	Brentwood	Y		
Municipality of Brookeville	Brookville			
Municipality of Brookview	Rhodesdale			
Municipality of Brunswick	Brunswick			
Municipality of Burkittsville	Burkittsville			
Municipality of Cambridge	Cambridge			
Municipality of Capitol Heights	Capitol Heights			

Institution	City	Response	Site Visited	Notes
Municipality of Cecilton	Cecilton	Y		
Municipality of Centreville	Centreville	Y	Y	
Municipality of Charlestown	Charlestown			
Municipality of Chesapeake Beach	Chesapeake Beach			
Municipality of Chesapeake City	Chesapeake City			
Municipality of Chestertown	Chestertown			
Municipality of Cheverly	Cheverly			
Municipality of Church Creek	Church Creek			
Municipality of Church Hill	Church Hill			
Municipality of Clearspring	Clear Spring			
Municipality of College Park	College Park	Y	Y	
Municipality of Colmar Manor	Colmar Manor			
Municipality of Cottage City	Cottage City	Y		
Municipality of Crisfield	Crisfield			
Municipality of Cumberland	Cumberland			
Municipality of Deer Park	Deer Park			
Municipality of Delmar	Delmar	Y		
Municipality of Denton	Denton			
Municipality of District Heights	District Heights			
Municipality of Eagle Harbor	Eagle Harbor			
Municipality of East New Market	East New Market	Y		
Municipality of Easton	Easton			
Municipality of Edmonston	Edmonston			
Municipality of Eldorado	Rhodesdale			
Municipality of Elkton	Elkton			
Municipality of Emmitsburg	Emmitsburg			
Municipality of Fairmount Heights	Fairmount Heights			
Municipality of Federalsburg	Federalsburg	Y		
Municipality of Forest Heights	Forest Heights			
Municipality of Frederick	Frederick			
Municipality of Friendsville	Friendsville			
Municipality of Frostburg	Frostburg			
Municipality of Fruitland	Fruitland			
Municipality of Funkstown	Funkstown			
Municipality of Gaithersburg	Gaithersburg	Y	Y	
Municipality of Galena	Galena			
Municipality of Galestown	Seaford			

Institution	City	Response	Site Visited	Notes
Municipality of Garrett Park	Garrett Park			
Municipality of Glen Echo	Glen Echo	Y		
Municipality of Glenarden	Glenarden			
Municipality of Goldsboro	Goldsboro	Y		
Municipality of Grantsville	Grantsville			
Municipality of Greenbelt	Greenbelt	Y		
Municipality of Greensboro	Greensboro			
Municipality of Hagerstown	Hagerstown			
Municipality of Hampstead	Hampstead	Y	Y	
Municipality of Hancock	Hancock			
Municipality of Havre de Grace	Havre de Grace			
Municipality of Hebron	Hebron			
Municipality of Henderson	Henderson			
Municipality of Hillsboro	Hillsboro			
Municipality of Hurlock	Hurlock			
Municipality of Hyattsville	Hyattsville			
Municipality of Indian Head	Indian Head			
Municipality of Keedysville	Keedysville			
Municipality of Kensington	Kensington	Y		
Municipality of Kitzmiller	Kitzmiller			
Municipality of La Plata	La Plata			
Municipality of Landover Hills	Landover Hills			
Municipality of Laurel	Laurel	Y	Y	
Municipality of Laytonsville	Laytonsville			
Municipality of Leonardtown	Leonardtown	Y	Y	
Municipality of Loch Lynn Heights	Loch Lynn Heights			
Municipality of Lonaconing	Lonaconing			
Municipality of Luke	Luke	Y		
Municipality of Manchester	Manchester	Y		
Municipality of Mardela Springs	Mardela Springs			
Municipality of Marydel	Marydel			
Municipality of Middletown	Middletown	Y	Y	
Municipality of Midland	Midland			
Municipality of Millington	Millington			
Municipality of Morningside	Morningside			
Municipality of Mount Airy	Mount Airy			
Municipality of Mount Airy	Mount Airy			

Institution	City	Response	Site Visited	Notes
Municipality of Mount Rainier	Mount Rainer			
Municipality of Mountain Lake Park	Mountian Lake Park	Y		
Municipality of Myersville	Myersville			
Municipality of New Carrollton	New Carrollton	Y		
Municipality of New Market	New Market			
Municipality of New Windsor	New Windsor			
Municipality of North Beach	North Beach			
Municipality of North Brentwood	North Brentwood			
Municipality of North East	North East			
Municipality of Oakland	Oakland	Y		
Municipality of Ocean City	Ocean City	Y		
Municipality of Oxford	Oxford	Y	Y	
Municipality of Perryville	Perryville			
Municipality of Pittsville	Pittsville			
Municipality of Pocomoke City	Pocomoke City			
Municipality of Poolesville	Poolesville			
Municipality of Port Deposit	Port Deposit			
Municipality of Preston	Preston			
Municipality of Princess Anne	Princess Anne			
Municipality of Queen Anne	Queen Anne			
Municipality of Queenstown	Queenstown	Y		
Municipality of Ridgely	Ridgely			
Municipality of Rising Sun	Rising Sun			
Municipality of Riverdale	Riverdale	Y		
Municipality of Rock Hall	Rock Hall			
Municipality of Rockville	Rockville	Y	Y	
Municipality of Rosemont	Knoxville			
Municipality of Salisbury	Salisbury	Y	Y	
Municipality of Seat Pleasant	Seat Pleasant			
Municipality of Secretary	Secretary			
Municipality of Sharpsburg	Sharpsburg			
Municipality of Sharptown	Sharptown	Y		
Municipality of Smithsburg	Smithsburg			
Municipality of Snow Hill	Snow Hill			
Municipality of Somerset	Chevy Chase			
Municipality of St. Michaels	St. Michaels	Y	Y	
Municipality of Sudlersville	Sudlersville			

Institution	City	Response	Site Visited	Notes
Municipality of Sykesville	Sykesville			
Municipality of Takoma Park	Takoma Park	Y		
Municipality of Taneytown	Taneytown	Y	Y	
Municipality of Templeville	Templeville			
Municipality of Templeville	Templeville			
Municipality of Thurmont	Thurmont			
Municipality of Trappe	Trappe	Y	Y	
Municipality of Union Bridge	Union Bridge			
Municipality of University Park	University Park			
Municipality of Upper Marlboro	Upper Marlboro			
Municipality of Vienna	Vienna	Y		
Municipality of Walkersville	Walkersville	Y		
Municipality of Washington Grove	Washington Grove			
Municipality of Westernport	Westernport	Y		
Municipality of Westminster	Westminster	Y	Y	
Municipality of Willards	Willards			
Municipality of Williamsport	Williamsport			
Municipality of Woodsboro	Woodsboro			

Corporate and Other Archives

Institution	City	Response	Site Visited	Notes
A. S. Bell Company	Baltimore			
ALCOLAC, Inc.	Baltimore			
Academy of the Holy Cross	Kensington			
Academy of the Holy Names	Silver Spring			
Advertiser	Rockville			
Advertising Club of Baltimore	Baltimore	Y		No historical records
Aegis	Bel Air			
Afro-American	Baltimore			
Afro-American Company of Baltimore City	Baltimore			
Alexander Brown and Sons	Baltimore	Y		Restricted
Allegany County Circuit Court Law Library Courthouse	Cumberland			
Alpha Kappa Alpha Sorority, Epsilon Omega Chapter	Baltimore	Y		Records stored at MHS
Alternative Press Index	Baltimore			
Amalgamated Clothing Workers of America	Baltimore			
Amalgamated Transit Union, Division 1300	Baltimore			

Institution	City	Response	Site Visited	Notes
American Association of University Women	Baltimore			
American Legion, Department of Maryland, Inc.	Baltimore			
American Lung Association of Maryland	Baltimore	Y		No historical records.
American Society of Mechanical Engineers	Baltimore			
American Urological Association, Inc.	Baltimore			
Ancient Free & Accepted Masons of Maryland	Baltimore	Y		
Anne Arundel County Circuit Court Law Library	Annapolis	Y		No historical records
Archbishop Curley High School	Baltimore			
Archbishop Keough High School	Baltimore			
Asphalt Institute	College Park	Y		
Associated Catholic Charities	Baltimore	Y		Restricted
Associated General Contractors Baltimore Builders Chapter	Towson	Y		No historical records
Associated Jewish Charities	Baltimore			
Association of Maryland Pilots	Baltimore			
Atlantic Publications	Accomac			
Automobile Club of Maryland	Baltimore	Y	Y	Restricted
Bais Yaakov School for Girls	Owings Mills			
Baltimore Bar Library Company	Baltimore	Y		Restricted
Baltimore City Archives and Records Center	Baltimore	Y	Y	
Baltimore City Medical Society	Baltimore	Y		Records restricted
Baltimore County Circuit Court Law Library	Towson			
Baltimore Department of Legislative Reference Library	Baltimore			
Baltimore Equitable Society	Baltimore	Y		
Baltimore Experimental High School	Baltimore			
Baltimore Federal Savings and Loan Association	Baltimore			
Baltimore Gas and Electric Company	Baltimore	Y		Restricted
Baltimore Goodwill Industries, Inc.	Baltimore			
Baltimore Jewish Community Relations Council	Baltimore			
Baltimore Life Insurance company	Baltimore			
Baltimore Lutheran High School Association	Baltimore	Y		Restricted
Baltimore Magazine	Baltimore			
Baltimore Music Club, Inc	Baltimore	Y		Records restricted
Baltimore News American	Baltimore			
Baltimore Oratorio Society	Baltimore			
Baltimore Printing Pressmen & Assistants Union #61	Baltimore	Y		Restricted
Baltimore Records Management Division	Baltimore			
Baltimore Sun Papers Library	Baltimore			

Institution	City	Response	Site Visited	Notes
Baltimore Symphony Orchestra Association Library	Baltimore	Y		Records restricted
Baltimore Typographical Union #12	Baltimore	Y		Records stored at MHS
Bay Publishing Corporation	Chestertown	Y		Restricted
Bay Times	Chester			
Beacon	Baltimore			
Belair Road Booster	Baltimore			
Bethlehem Steel Corporation	Sparrows Point			
Bishop McNamara High School	Forestville			
Bishop Walsh High School Media Center	Cumberland	Y		
Black and Decker Manufacturing Co.	Towson			
Blade News	Bowie			
Blue Book, Society Visiting List	Baltimore	Y		Restricted
Blue Cross and Blue Shield of Maryland	Baltimore			
Booz Allen Applied Research Library	Bethesda			
Boy Scouts of America	Baltimore			
Boys' Latin School of Maryland	Baltimore			
Bricklayers and Allied Craftsmen Local #1	Baltimore			
Brooklyn News	Glen Burnie			
Bryn Mawr School	Baltimore	Y		No historical records
Budeke's Paints, Inc.	Baltimore	Y		
Building Congress and Exchange of Metropolitan Baltimore, Inc.	Baltimore	Y		Restricted
Bulletin	Poolesville			
Bullis School	Potomac	Y		No historical records
Calvert Christian School	Prince Frederick			
Calvert County Circuit Court Law Library	Prince Frederick			
Calvert County Recorder	Prince Frederick			
Calvert Hall College High School	Towson			
Calvert Independent	Prince Frederick			
Calverton School	Huntingtown			
Camp Fire Council of the Chesapeake, Inc.	Baltimore	Y		Restricted
Canterbury School	Accokeek			
Capital	Annapolis			
Cardinal Gibbons High School	Baltimore			
Caroline County Circuit Court Law Library	Denton	Y		
Carroll County Circuit Court Law Library	Westminster			
Carroll County Times	Westminster			
Catholic High School of Baltimore	Baltimore			

Institution	City	Response	Site Visited	Notes
Catholic Review	Baltimore			
Catoctin Enterprise	Thurmont			
Cecil County Circuit Court Law Library	Elkton			
Central Savings Bank	Baltimore			
Central Scholarship Bureau, Inc.	Baltimore	Y		
Charles County Circuit Court Law Library	La Plata	Y		
Charles E. Smith Jewish Day School of Greater Washington	Rockville	Y		No historical records
Chautauqua Academy	Baltimore			
Chelsea School	Silver Spring			
Chessie System, Inc	Baltimore			
Children's Hospital	Baltimore			
Chinese Community of Baltimore Women's Society	Baltimore	Y		
Chinese Language School of Columbia	Simpsonville			
Citizen	Brunswick			
Citizen's Planning and Housing Association	Baltimore			
City Paper	Baltimore			
Cole and Sons, Inc.	Baltimore			
Columbia Flier	Columbia			
Communications Satellite Corporation Laboratories	Clarksburg	Y		No historical records
Community Times	Reisterstown			
Conference Paper Index	Bethesda	Y		No historical records
Connelly School of the Holy Child	Potomac			
Consumer Product Safety Commission	Bethesda			
Council of the Alleghanies	Grantsville			
Country Day School of the Sacred Heart	Bethesda			
Courier-Gazette	Damascus			
Credit Bureau of Baltimore, Inc.	Baltimore			
Crisfield Times	Crisfield			
Crownsville Hospital Center	Crownsville	Y		
Crusader	Hyattsville			
Cumberland Daily News/Evening Times	Cumberland			
Curtis Bay Athletic Club, Inc.	Baltimore			
Cvach-Rosedale Funeral Home, Inc.	Baltimore	Y		
Cynthia Warner School	Takoma Park	Y		Restricted
Daily Banner	Cambridge			
Daily Record	Baltimore			
Daily Times	Salisbury			

Institution	City	Response	Site Visited	Notes
Dames and Moore Library	Bethesda			
Della Noce and Sons Funeral Home, Inc.	Baltimore			
Delmarva Farmer	Easton			
Deppel Brothers, Inc.	Baltimore			
Dorchester County Circuit Court Law Library	Cambridge			
Dorchester News	Easton			
Downs, Inc.	Baltimore			
Duer and Sons, Inc.	Baltimore	Y		
Dundalk Eagle	Dundalk			
Eastern Shore Times	Ocean City			
Easton Star-Democrat	Easton			
Eastport-Annapolis Neck	Annapolis			
Edgar Allan Poe Society	Baltimore	Y		
Elizabeth Seton High School	Bladensburg			
Engineering Society of Baltimore	Baltimore	Y		Records restricted
Enquirer-Gazette	Upper Marlboro			
Enterprise	Lexington Park			
Enterprise	Baltimore			
Entomological Society of America	College Park	Y		
Environmental Science Service Administration	Silver Spring			
Evans Funeral Home	Baltimore			
Exchange Club of Highlandtown	Baltimore			
Eye	Dundalk			
FDA	Rockville			
FDA Bureau of Radiological Health Library	Rockville			
FDA Medical Library	Rockville			
FDA Parklawn Health Library	Rockville			
Fairchild Industries, Inc.	Germantown			
First National Bank	Baltimore			
Flinkinger Foundation for American Studies	Baltimore	Y		Records restricted
Florence Crittenton Services of Baltimore	Baltimore	Y		
Frank and Sons	Balitmore			
Frederick County Circuit Court Law Library	Frederick			
Frederick County Planning Commission Library	Frederick			
Frederick Memorial Hospital	Frederick			
Frederick News-Post Library	Frederick			
Free Press	Burtonsville			

Institution	City	Response	Site Visited	Notes
French International School	Bethesda			
Friends School of Baltimore	Baltimore	Y		Restricted
Garrett County Circuit Court Law Library	Oakland			
Garrison Forest School	Garrison			
Gazette	Gaithersburg			
Georgetown Preparatory School	Rockville			
German Children's Home	Catonsville			
German School	Potomac	Y		
Gilman School	Baltimore	Y		
Good Counsel High School	Wheaton			
Good Shepherd School	Baltimore			
Grace Brethren Christian School	Temple Hills			
Greater Baltimore Board of Realtors	Baltimore	Y		
Guide	Baltimore			
Gunston School, Inc.	Centreville			
Haas Tailoring Company	Baltimore			
Hancock News	Hancock			
Harford Democrat	Havre de Grace			
Harford Post	Bel Air			
Harker Preparatory School	Potomac	Y		No historical records
Hazen and Company	Baltimore			
Health and Welfare Council of Central Maryland, Inc	Baltimore	Y		Restricted
Henry W. Jenkins and Sons Co.	Baltimore			
Heritage Academy, Inc.	Hagerstown			
Hias of Baltimore, Inc.	Baltimore			
Highland View Academy	Hagerstown			
Hochschild Kohn	Baltimore			
Holton-Arms School, Inc.	Bethesda			
Howard County Circuit Court Law Library	Ellicott City	Y		
Howard County Times	Columbia			
Industrial Union of Marine and Shipbuilding Workers	Baltimore			
Institute of Notre Dame High School	Baltimore			
Interlocking Curriculum School	Silver Spring			
International Fortean Organization	College Park			
International Ladies Garmet Workers Union	Baltimore			
Jeffersonian	Towson			
Jewish Community Center	Baltimore			

Institution	City	Response	Site Visited	Notes
Jewish Community Center of Greater Washington	Rockville			
Jewish Family and Children's Service	Baltimore			
Jewish Times	Baltimore			
John Carroll High School	Bel Air	Y		No historical records
Journal	Rockville			
Junior League of Baltimore, Inc.	Baltimore			
Kemp Manufacturing Company	Glen Burnie			
Kent County Circuit Court Law Library	Chestertown	Y		No historical records
Kent County News	Chestertown	Y		No historical records
Key School	Annapolis			
Kimball-Tyler Company, Inc.	Baltimore			
Kirk-Stieff Company	Baltimore			
Koppers Company, Inc.	Baltimore			
La Reine High School	Suitland			
Labor Herald	Baltimore			
Lassahn Funeral Home	Baltimore			
Learning Resources Division	Bethesda	Y		Restricted
Lehnert and Sons, Inc.	Baltimore			
Levindale Hebrew Geriatric Center and Hospital	Baltimore			
Library Company of the Baltimore Bar	Baltimore			
Lilly and Zeiler, Inc.	Baltimore			
Lord Baltimore Hotel	Baltimore			
Loyola Federal Savings and Loan Association	Baltimore			
Loyola High School of Baltimore	Towson			
Lucas Printing company	Baltimore			
Macro Systems, Inc. Library	Silver Spring			
Martin Marietta Corporation	Rockville			
Martin Spalding High School	Severn	Y		No historical records
Maryland Center for Public Broadcasting	Owings Mills			
Maryland Coast Press	Ocean City			
Maryland Commission on Afro-American History & Culture	Annapolis			
Maryland Council of the Blind, Inc.	Baltimore			
Maryland Gazette	Glen Burnie			
Maryland General Hospital	Baltimore			
Maryland Geological Survey, Division of Archeology	Baltimore	Y		Restricted
Maryland Hall of Records	Annapolis	Y	Y	
Maryland Historical Trust	Annapolis	Y		

Institution	City	Response	Site Visited	Notes
Maryland Jockey Club	Baltimore	Y		Records restricted
Maryland Kennel Club	Baltimore			
Maryland Magazine	Annapolis			
Maryland Military Department	Baltimore	Y	Y	
Maryland Park Service	Annapolis	Y		No historical records
Maryland Park Service	Glen Arm	Y		
Maryland Regional Planning Council Library	Baltimore			
Maryland State Bar Association, Inc.	Baltimore	Y		
Maryland State Law Library	Annapolis	Y		
Maryland Weekly - Washington Post	Washington			
Maryland and D.C. AFL-CIO	Baltimore	Y		No historical records
Maryland-National Capital Park and Planning Commission	Silver Spring			
Maryland-National Capital Park and Planning Commission	Riverdale			
Maryland-National Capitol Park and Planning Commission	Wheaton			
Maryland-National Capitol Park and Planning Commission	Riverdale			
Marylander and Herald	Princess Anne			
Maryvale Preparatory School	Brooklandville			
Masonic Service Association Library	Silver Spring	Y		
Masson, Inc.	Baltimore			
McCormick and Company, Inc.	Hunt Valley	Y		
McDonogh Upper School	McDonogh	Y		
Mechina High School	Pikesville			
Mei-hwa Chinese School	Silver Spring			
Mental Health Association of Maryland	Baltimore	Y		
Mercantile Safe Deposit and Trust Company	Baltimore	Y		Restricted
Mercy High School	Baltimore			
Messenger	Baltimore			
Metro Monthly News	Baltimore			
Mill School	Baltimore			
Mitchell-Wiedefeld Funeral Home	Baltimore	Y		No data available
Modern Language Notes	Baltimore			
Montgomery County Circuit Court Law Library	Rockville	Y		
Montgomery County Public Service Training Academy Library	Rockville			
Montgomery County Sentinel	Rockville			
Montgomery Journal	Chevy Chase			
Monumental Life Insurance Company	Baltimore			
Morning Herald/The Daily Mail	Hagerstown			

Institution	City	Response	Site Visited	Notes
Mount de Sales Academy	Catonsville			
Mt. Saint Joseph High School	Baltimore			
Mt. Washington Pediatric Hospital, Inc.	Baltimore			
NASA Goddard Space Flight Center	Greenbelt			
NASA Goddard Space Flight Center Library	Greenbelt			
NIH Library	Bethesda	Y		No historical records
NIMH	Rockville			
NNMC Library of Medicine	Bethesda	Y		
NNMC Medical School	Bethesda			
NNMC Research Institute	Bethesda			
NOAA National Ocean Survey	Rockville			
NOAA National Ocean Survey	Rockville	Y		
National Association of Credit Managers, Inc.	Baltimore			
National Association of Letter Carriers	Baltimore	Y		
National Conference of Christians and Jews, Inc.	Baltimore			
National Geographic Society	Washington			
National Geographic Society	Gaithersburg			
National Investigations Committee on Aerial Phenomena	Kensington			
Needlework Guild of America	Baltimore			
News	Wheaton			
News Review	Greenbelt			
News and Advertiser	Salisbury			
News and Farmer	Preston			
News-American	Baltimore			
News-Leader	Laurel			
News/Frederick Post	Frederick			
Notre Dame Preparatory School	Towson			
Ober, Grimes and Schriver Library	Baltimore			
Oldfields School, Inc.	Glencoe			
Our Lady of Mount Carmel High School	Baltimore			
Our Lady of Pompei High School	Baltimore			
Pallotti High School	Laurel			
Park Heights Street Academy	Baltimore			
Park School	Brooklandville			
Parkville Reporter	Baltimore			
Pemberton Hall Foundation, Inc.	Salisbury			
Perry Hall Christian School	Perry Hall			

Institution	City	Response	Site Visited	Notes
Plumbers and Gasfitters U.A.	Baltimore			
Post and News	Frederick			
Potomac Almanac	Potomac			
Potomac Chinese School	Rockville			
Prince George's County Circuit Court Law Library	Upper Marlboro	Y		
Prince George's Journal	Lanham			
Prince George's Post	Hyattsville			
Prince George's Sentinel	Hyattsville			
Prospect Hall High School	Frederick	Y		
Provident Savings Bank	Baltimore			
Publick Enterprise	Annapolis			
Queen Anne School	Upper Marlboro			
Queen Anne's County Circuit Court Law Library	Centreville	Y		Restricted
Record	Havre de Grace			
Record-Observer	Centreville			
Regina High School	Hyattsville			
Renneburg and Sons	Baltimore	Y		
Republican	Oakland			
Retail Merchants Association	Baltimore			
Review and Herald Publishing Association	Washinton	Y		Restricted
Robins and Company, Inc.	Baltimore			
Roland Park Country School	Baltimore			
Rouse Company	Columbia	Y		No historical records
Ruxton Country School	Baltimore	Y		
Saints Peter and Paul High School	Easton			
Salvation Army Boys' Club	Baltimore	Y		
Sander and Sons, Inc.	Baltimore	Y		
Sandy Spring Friends School	Sandy Spring			
Savings Bank of Baltimore	Baltimore	Y		Restricted
Schluderberg Kurdle Company, Inc. (Esskay)	Baltimore	Y		Restricted
Schneidereith and Sons, Inc.	Baltimore			
Scottish Rite of Free Masonry	Baltimore			
Seton High School	Baltimore			
Severn School	Severna Park	Y		No historical records
Sheet Metal Workers Local #122	Baltimore	Y		No historical records
Sheppard and Enoch Pratt Hospital	Towson			
Sinai Hospital of Baltimore	Baltimore			

Institution	City	Response	Site Visited	Notes
Smithsonian Institution Libraries	Edgewater			
Smithsonian Institution Libraries	Rockville			
Social Security Administration Library	Baltimore			
Somerset County Circuit Court Law Library	Princess Anne			
Sons of Italy, Grand Lodge of Maryland	Baltimore			
South Carroll Herald	Sykesville			
Southern Life Insurance company	Baltimore			
Southern Prince Georges Independent	Clinton			
Spring Bilingual Montessori Academy	Silver Spring			
Spring Grove Hospital Center	Catonsville	Y		
Spring Grove Hospital Center	Catonsville	Y		Restricted
Springfield Hospital Center	Sykesville	Y		
St. Agnes Hospital	Baltimore			
St. Alphonsus School	Baltimore			
St. Andrew's Episcopal School, Inc.	Bethesda			
St. Ann's School	Hyattsville			
St. Anthony of Padua School	Baltimore			
St. Elizabeth Commercial School	Baltimore			
St. Elizabeth School For Special Education	Baltimore			
St. James School, Inc.	St. James	Y		
St. James and St. John Elementary School	Baltimore	Y		No historical records
St. Joseph's Hospital	Baltimore	Y		Restricted
St. Maria Goretti High School	Hagerstown			
St. Mary's Beacon	Lexington Park			
St. Mary's County Circuit Court Law Library	Leonardtown	Y		
St. Mary's County Genealogical Society	Callaway			
St. Mary's High School	Annapolis	Y		No historical records
St. Mary's Industrial School for Boys of Baltimore	Annapolis			
St. Mary's Ryken High School	Leonardtown			
St. Mary, Star of the Sea School	Baltimore			
St. Michael the Archangel School	Baltimore			
St. Paul's School for Girls	Brooklandville			
St. Stanislaus School	Baltimore			
St. Timothy's School	Stevenson	Y		
Star	Pikesville			
Steffey, Inc.	Baltimore			
Stewart and Mowen Company	Baltimore			

Institution	City	Response	Site Visited	Notes
Suburban Record	Silver Spring			
Sun Life Insurance Company of America	Baltimore			
TRACOR, Inc.	Rockville			
Takoma Academy	Takoma Park			
Talbot Banner	Easton			
Talbot County Circuit Court Law Library	Easton			
Times	Middle River			
Times	Arbutus			
Times	Catonsville			
Times	Oxon Hill			
Times-Crescent	La Plata			
Times-Record	Denton			
Tome School	North East			
Towson Catholic High School	Towson			
Towson Times	Baltimore			
US Defense Mapping Agency	Washington			
US Department of Commerce	Gaithersburg			
US Department of Commerce	Washington			
US Department of the Interior	Berlin	Y		
US Department of the Interior	Oxford			
US Uniformed Services University Library	Bethesda			
USA Corps of Engineers	Baltimore			
USA Corps of Engineers	Laurel			
USA Fort George G. Meade Museum	Fort Meade	Y		Restricted
USA Fort Meade Recreation Services Library	Fort Meade	Y		
USA Fort Ritchie Post Library	Fort Ritchie			
USA Ordnance Center & School Library	Aberdeen Proving Ground	Y		
USA Special Services Division	Aberdeen			
USAF Andrews Air Force Base Library	Andrews Air Force Base			
USDA National Agricultural Library	Beltsville			
USN Naval Air Test Center Library	Patuxent River			
USN Naval Institute	Annapolis	Y		
USN Naval Institute	Annapolis	Y		
USN Naval Ordnance Station General Library	Indian Head	Y		Restricted
USN Naval Surface Weapons Center Library	Silver Spring			

Institution	City	Response	Site Visited	Notes
USN Navy Laboratory Archives	Bethesda	Y	Y	
USNA Naval Academy Archives	Annapolis	Y	Y	
USNA Naval Academy Museum	Annapolis	Y	Y	
USNA Naval Academy Nimitz Library	Annapolis	Y	Y	
Ullrich Funeral Home	Baltimore			
Uniformed Services University Health Sciences	Bethesda	Y		
Union Trust Company of Maryland	Baltimore	Y		No historical records
United Steelworkers of America Local #2610	Baltimore			
Valley Register	Middletown			
Veterans Administration Hospital Library	Perry Point			
War Memorial Commission Library	Hancock	Y		Restricted
Washington Adventist Hospital	Takoma Park	Y		
Washington County Circuit Court Law Library	Hagerstown	Y		
Weber Funeral Home	Baltimore			
Weber and Sons, Inc.	Baltimore			
Welsh Construction Company	Baltimore			
West Nottingham Academy	Colora			
Whig-Democrat	Elkton			
Wicomico County Circuit Court Law Library	Salisbury			
Women's Civic League	Baltimore	Y		Restricted
Women's Club of Ten Hills, Inc.	Baltimore			
Worcester Country School	Berlin			
Worcester County Circuit Court Law Library	Snow Hill			
Worcester County Messenger	Pocomoke City			
Workmen's Circle	Baltimore			
YWCA of Greater Baltimore Area, Inc.	Baltimore			
Yeshiva High School	Silver Spring			
Yeshiva High School	Silver Spring			

Not Surveyed

Institution	City	Response	Site Visited	Notes
Academy of American Franciscan History	Potomac	F	F	
Airmen Memorial Museum	Suitland	F	F	Founded in 1986
Babe Ruth Museum	Baltimore	F	F	
Bakery and Confectionary Workers International Union	Kensington	F	F	
Calvert Mansion	Riverdale	F	F	

Institution	City	Response	Site Visited	Notes
Catonsville Historical Society	Catonsville	F	F	
George Meany Memorial Archives	Silver Spring	F	F	Founded in 1981
Governor Tawes Historical Museum	Crisfield	F	F	Founded in 1982
International Federation of Professional and Technical Engineers	Silver Spring	F	F	
Josephite Archives	Baltimore	F	F	
Lutheran Church in American Maryland Synod	Baltimore	F	F	
Sulpician Archives	Baltimore	F	F	
Washington Grove Heritage Commission	Washington Grove	F	F	Founded in 1980

Appendix G
Publication Samples

A Guide to Maryland State Archives Holdings of

Anne Arundel County

Records on Microform

Maryland State Archives

350 Rowe Boulevard

Annapolis, MD 21401

1989

A Guide to Maryland State Archives Holdings of

Anne Arundel County

Records on Microform

Maryland State Archives
350 Rowe Boulevard
Annapolis, MD 21401
February 1989

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To order copies of this publication ask for MSA publication number 366.

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INTRODUCTION

This **Guide** includes all records created by county-level agencies that are available on microform at the Maryland State Archives. It does not include many county-level records that have not been filmed and which are also available at the Archives. It may include the following state agency records which continue or supplement records traditionally generated by county agencies: (1) assessment records filed with the General Assembly, mandated by federal law, or generated by local offices of state government after 1974; (2) land record abstracts and indexes for counties where fires have destroyed original land records. Other state agency records also have local research value. Descriptions for them and original county records not on film are available in unpublished finding aids at the Archives.

Public archives have the dual and often unappreciated mission to make the records in their possession as accessible as possible while at the same time ensuring their permanent preservation. The circulation of records through the medium of microform offers a viable means of accomplishing this task. Reference copies of records can circulate widely while demand for the use of originals stabilizes, reducing wear and tear. It has long been the legal mandate of the Maryland State Archives to preserve the original records of state agencies, the courts, and local jurisdictions. Since the 1950s, large quantities of 35 mm and 16 mm microfilm copies of records have been sent to the Archives as a safeguard against the accidental destruction of the originals prior to their ultimate transfer to archival care.

Since publication of *A Guide to the Maryland Hall of Records: Local, Judicial, and Administrative Records on Microform*, refinements in the management of archival records and advances in computer technology have improved the Archives' approach to finding aids, both published and unpublished. The Archives has moved from an outdated word processing system to modern software that permits better management and more flexibility. With the advent of desktop publishing, the Archives has decided to print volumes of the **Guide** in paperbound volumes, one per county and one for Baltimore City. This should serve the dual purpose of keeping costs down and providing current information that a hardbound volume would not allow. Also, because many individuals do not need the records of every county, such an approach should prove more flexible.

The greatest benefit of this and the other volumes in this series is the service they offer the public. Users are now able to determine at their local library (or at home if they purchase a copy of the **Guide**) what types of records are available from the Maryland State Archives on interlibrary loan and then can borrow what they need for use at the library without coming to Annapolis.

We invite criticisms and suggestions for improvements for this **Guide** and any of our other publications. Address your comments to State & Local Records Program, Maryland State Archives, 350 Rowe Boulevard, Annapolis, Maryland 21401.

This **Guide** was the culmination of work done over many years by numerous individuals. The present publication staff includes: Constance R. Neale, Archivist III; Patricia V. Melville, Director of State & Local Records Program; Lynne Browne, Editorial Administrator; Betsy Steele, Editorial Assistant.

HOW TO USE THE GUIDE

Each entry in the **Guide** is composed of two elements (as indicated in the sample entry which follows):

- **1) Type of Record (Agency, Series and Series Number)**
- **2) Item Lists (Dates, Description, and Film Number)**

Agency ——— **ANNE ARUNDEL COUNTY CIRCUIT COURT**
(Equity Docket) ——— Type of Record (Series)
COAGSERM 96 ——— Series Number
1874-1889. **2, i.** CR 13,848-1
Date Span / Volume / Indexed / Film Number

1) Type of Record

Entries in the **Guide** are **arranged alphabetically by type of record (series).** The agency is also given with the type of record. The type of record (series) is a term applied to a specific group of records given a unique title in any given agency. The standardized title always appears in parentheses following the county and agency of origin. General indexes to the type of record, where available, are listed following the item lists for that type of record. The index to ANNE ARUNDEL COUNTY CIRCUIT COURT (Equity Docket), for example, appears as ANNE ARUNDEL COUNTY CIRCUIT COURT (Equity Docket, Index). Sometimes particular records have been created by several agencies over time. In that case, the records are arranged in chronological order under each successive agency. COAGSERM stands for County Agency Series Microform and STAGSERM stands for State Agency Series Microform. Both are computer generated numbers for internal use only.

2) Item Lists

Individual items for each type of record are listed chronologically within the **Guide**. Each item has

- a **date span** which is normally for the year(s) of recordation. The dates are the earliest and latest ones found in the item, not necessarily all dates between them.

- a **description** which includes such information as clerk's initials, volume number, pages, and whether the item itself is indexed (indicated by i). If items carry over onto one or more reels of microfilm, a separate **Guide** entry has been created for each reel on which the item occurs, with either the pages on the particular roll or, if there are no pages, the abbreviation "(contd.)." When there is more than one item in a given year, the entries are arranged in alphabetical and/or numerical order. Duplicate reels of the same film are cross-referenced by "See also." If retakes of pages exist on the same reel, those pages are noted, while retakes on other reels are cross-referenced by "See." Mislabeled targets and nonsequential pagination are also indicated.

- a **film number** which includes an alphabetical prefix (usually CR for County Record microform), a number, and in many cases a hyphen and a placement number, indicating the location of that particular item on the film in relation to other items. For instance, a record identified as CR 32,658-4 would be found as the fourth item on reel 32,658 in the county record film.

REQUESTING MICROFORM LISTED IN THE GUIDE THROUGH INTERLIBRARY LOAN

When requesting records on microform listed in this **Guide**, please make a complete and accurate transcription of the film number given. In addition, please note the agency, type of record (series) and individual item description. All records included in this **Guide** are available on 16 mm or 35 mm microfilm through interlibrary loan. For details concerning the borrowing of microfilm, please write the Maryland State Archives, 350 Rowe Boulevard, Annapolis, Maryland 21401. Users of our microform on interlibrary loan are cautioned to note that **no** copies of records can be made from microform loaned by the State Archives without the express permission of the Maryland State Archives and that permission is often conditional upon the concurrence of the custodian of the original when the original is not at the State Archives.

ABBREVIATIONS

alph. .....alphabetical

contd. ...continued

CR .....County Record microform

i. .....index

M .....Miscellaneous microform

n.d. .....no date

no(s). ....number(s)

p(p). .....page(s)

ret(s). ....retake(s)

SR .....State Record microform

tgt. .....target (title page)

* .....description unnecessary

A Guide to the Maryland State Archives Newspaper Collection on Microfilm

1991 Edition

Compiled by : Les White
and the staff of the
Maryland State Archives

Maryland State Archives
350 Rowe Blvd.
Annapolis, MD 21401
(301) 974-3914

Catalog produced by the Maryland State Archives
William Donald Schaefer, Governor
Robert C. Murphy, Chairman, Hall of Records Commission
Edward C. Papenfuse, State Archivist

To order copies of this publication ask for MSA publication number 396

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INTRODUCTION

Maryland State Archives

The State Archives is the historical agency for Maryland. It serves as the central depository for the permanent records of state, county, and local government. These include probate, land, court, and some municipal records. Any public record created prior to April 28, 1788 (when Maryland ratified the U.S. Constitution) must, by law, be deposited at the State Archives. A multitude of records created after that date are also available either in their originally created form or on microform. The State Archives also maintains a variety of special collections including maps, photographs, church records, and newspapers.

Records are stored in a humidity and temperature controlled stack area, and preservation requirements, including deacidification, lamination, mylar encapsulation, and archival bookbinding, are carried out by the staff of an in-house conservation laboratory. Records are made accessible to the public in a search room open six days a week, through photocopies produced by an in-house photoduplication department, and through the interlibrary loan of microform.

The State Archivist is also designated Commissioner of Land Patents and, as such, is assigned the responsibility of issuing land patents.

The public search room is open Monday through Saturday, 8:30 a.m. to 4:30 p.m. (but closed 12-1 p.m. on Saturday only for lunch). Those interested in more information concerning the State Archives may write for the "Welcome to the Maryland State Archives" brochure. Anyone who would like information on other publications from the State Archives can send for the "Maryland State Archives Publications and Merchandise Catalog." Both publications are available free of charge.

Maryland State Archives Newspaper Preservation Program

Newspapers provide a contemporary record of events unequaled by any other source of information about daily life in Maryland.The deterioration of original newspaper collections has become a serious conservation issue. The potential loss of this resource will deprive all Marylanders of the most easily accessible chronicle of their history. A variety of institutions and individuals are committed to the cause of newspaper preservation in Maryland.

Since 1979, the Maryland State Archives has had an active program to locate, catalog, and preserve newspapers published in Maryland. In cooperation with concerned individuals, historical agencies, libraries, and newspaper publishers, the Archives has filmed 200 Maryland newspapers (over to 1,200,000 pages) during the last twelve years providing the only comprehensive program of this kind in Maryland.

This catalog is a product of that filming program. Countless numbers of interns and Archives staff members have worked hard to provide the highest quality microfilm and microfilm publication possible. This guide is dedicated to all of those individuals who devoted so much time and effort to make it possible. Special thanks to Lynne Browne and David Williams for editorial assistance on this, our third edition.