

MINUTES OF MEETING OF THE HALL OF RECORDS COMMISSION

A meeting of the Hall of Records Commission was held on Tuesday, November 10, 1953, in the Hall of Records at Annapolis. The following members were present:

The Chief Judge of the Maryland Court of Appeals,
Honorable Simon E. Sobeloff, Chairman

The President of St. John's College,
Dr. Richard D. Weigle, Vice-Chairman

The Governor of Maryland,
Honorable Theodore R. McKeldin

The President of the Board of The Peabody Institute,
Mr. William L. Marbury.

Two other members of the Commission, Honorable J. Millard Tawes, Comptroller of the Treasury and Dr. Lowell J. Reed, President of The Johns Hopkins University, had written to the Archivist to say that because of previous engagements they would not be able to attend the meeting. Senator George L. Radcliffe had not understood that the meeting day had been changed.

The meeting was called to order at 4:30 P. M. by Judge Sobeloff. The Archivist was asked to read the minutes of the last meeting, which was held May 21, 1953. Several corrections were offered to the minutes: Dr. Weigle asked that the word "The" preceding "St. John's College" be struck out wherever it appeared, and that the words "as circulated" be substituted for "in the form in which they appeared in this copy," on page 1.

An omission was called to the attention of the Commission in a communication from Senator Radcliffe. The Archivist was thereupon asked to add the following words on page 4 of the minutes and immediately preceding the notice of adjournment:

"Note was taken by the Commission of the valuable work performed by the Maryland Historical Society in the preservation of many of the older records of the State of Maryland. After having been cared for by the Society for many years, these records were transferred to the custody of the Hall of Records Commission."

A further change was made on page 2 in order to delete mention of the Land Office. The sentence as corrected now reads:

"It was agreed that such an arrangement, if practicable, would be beneficial to the Hall of Records, and Governor McKeldin volunteered to discuss the matter with the Commissioner of the Land Office, the Honorable Harry L. Harcum."

At the suggestion of members of the Commission, the Archivist was instructed by the Chairman to forward a copy of the Annual Report of the Auditor on the affairs of the Hall of Records to each member of the Commission.

After some discussion, it was decided that there should be an executive committee composed of the Chairman and the Vice-Chairman of the Hall of Records Commission. This committee will act on behalf of the Commission between meetings, and will report its activities at each ensuing meeting of the full Commission.

The general problem of salary scales and titles at the Hall of Records was then considered, and it was decided that the Commission would review recommendations in either category. The salary scale of the Assistant Archivist was then studied. The Archivist explained that the Assistant Archivist had been given additional responsibilities as a result of the reorganization of July 1, 1953. At that time the title of the Archivist was changed to Archivist and Records Administrator, and a new position was created, entitled "Assistant Records Administrator." The Governor's Special Commission on Records Management recommended equal salaries for the Assistant Records Administrator and the Assistant Archivist, and funds were provided for this purpose in the Supplemental Budget. Unfortunately, the Commissioner of Personnel has refused to recommend the increase for the Assistant Archivist to the Standard Salary Board. Governor McKeldin offered to discuss the subject with the Commissioner of Personnel.

A review of the part of the Hall of Records in sponsoring legislation was then presented by the Archivist.

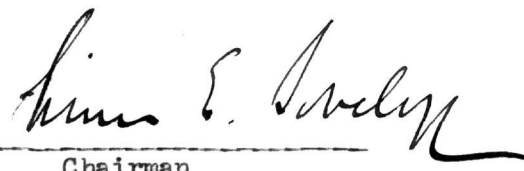
Many questions were asked by members of the Commission concerning our new Records Management Division. The Archivist explained the general purposes of the program and gave examples of some of the work now in progress. He pointed out that in addition to the supervision of current records management in the State agencies, the Hall of Records was charged with passing on all requests for the purchase of record equipment, services and storage space received by the Department of Budget and Procurement and the Board of Public Works.

It was thought advisable at this time to clarify the procedure to be followed in the event of complaints against the "active manage-

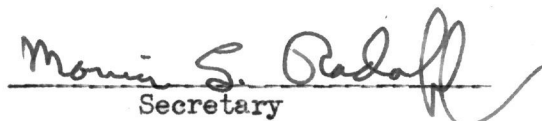
ment" of the Hall of Records on the part of members of the staff or of the general public. It was agreed that such complaints should be prepared in writing and directed to the Chairman of the Hall of Records Commission.

The members of the Commission felt that they could better keep abreast of the work of the Hall of Records if a bulletin or an informal report were prepared for them from time to time in addition to the printed annual report, which appears several months after the close of each fiscal year.

The meeting was adjourned at 5:30 P. M., sine die.



Chairman



Secretary

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The meeting was adjourned at 3:01 P.M., this day.

James S. [Signature]
Chairman

William S. [Signature]
Secretary

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