

Steps: Estimated

I. SUMMARY TABLE

Projected Distribution of the  
MARYLAND MANUAL

	<u>Hall of Records</u>		
	<u>Delivery</u>	Pick up	Mail
Executive Branch, Annapolis	1,129		
State Agencies		1,300	
Legislature	2,038		
Judiciary	98		265
County, Bicounty, Local		91	352
Schools			
Public			384
Non-public			131
Post secondary	53		136
Libraries			331
Sales			2,192
Gratis (over two years)		<u>1,000</u>	
Totals:	3,318	2,391	3,791

GRAND TOTAL: 9,500

II. DISTRIBUTION SUGGESTIONS

- a. That all State agency copies be picked up at Annapolis or Baltimore according to the pick up point indicated by the agency. We propose to poll all state agencies for a list of divisions/desks that should receive free Manuals and ask the agencies where (Annapolis or Baltimore) they prefer to pick up their copies.
- b. That we limit free distribution to libraries of secondary schools and ~~not distribute to primary schools~~. We will save 1,076 copies by not initially distributing to elementary schools. If elementary schools need the Manual they can request one and we can comply.
- c. That we limit free county and local government distribution to no more than an average of four (4) Manuals per county (exclusive of Court House distribution noted above under the Judiciary and the City of Baltimore) and require that all other copies needed be purchased. This will save approximately 300 copies. For example, in 1977 we gave 29 copies to local public officials in Howard County. Five went to the courts. Twenty-four went to such agencies as the Health Officer, the Budget Administrator, etc. all of which offices

Return OK

return

we feel should perhaps pay for their copies.

- d. That we take note of the likelihood that a certain percentage (perhaps as much as 50%) of the copies now earmarked for sales will in part be gratis copies distributed on a documented demand basis.

For six years the press run of the Manual has been kept at 9,500 copies while at the same time state government has grown considerably. We have pared free distribution as best we could, but at the same time we should be ready to give out free Manuals to state agencies and state legislators that can document their need beyond their or our original estimates. It costs us approximately \$6.00 to print and distribute a copy of the Manual. To order one via requisition or purchase order would cost the state approximately twice that amount in paperwork costs (labor included).

AGENDA ITEM 5c

Attached is correspondence with a firm that wishes to, in effect, abstract the Maryland Manual for a reference publication on all state governments.

I recommend that permission be granted on condition that on the first page of the Maryland section, Special Information Services, Inc. (SIS) run an acknowledgment and disclaimer to the effect that:

Material from this section is drawn from the 1977-1978 Maryland Manual as amended and revised by the editors. The Maryland Manual is not responsible for any errors or misstatements contained in this text. Copies of the current Maryland Manual which contains a fuller account of the organization and major personnel of Maryland State Government, can be obtained at a reasonable price by writing the Maryland Manual, Maryland Hall of Records Box 828, Annapolis, Maryland 21404.

→ note the archivists in their write up -  
- in my letter to them requesting the above  
note that they might include reference  
to the Archives Division



SPECIAL  
INFORMATION  
SERVICES, INC.

Consulting  
Research  
Publication

7212 13th Avenue  
Washington, D.C. 20012  
(301) 439-4481

Matthew J. Vellucci  
President

October 24, 1978

Mr. Gregory A. Stiverson  
Assistant State Archivist  
HALL OF RECORDS  
P.O. Box 828  
Annapolis MD 21404



Dear Mr. Stiverson:

Thank you for your very prompt reply to our letter of September 7 requesting permission to use and/or adapt material from the Maryland Manual for our STATE GOVERNMENTS GUIDE<sup>C</sup>. As you suggested, we are herewith forwarding more detailed information concerning our request and plans.

Enclosed are some preliminary, sample pages which show the general format we plan to use for each of the states and also give an indication of content as envisioned for the Maryland portion of the work. As mentioned in our previous letter, each individual state guide will have approximately 50-90 pages. Thus, as regards Maryland, a hypothetical maximum text will consist of about 10 pages devoted to both the legislative and judicial branches, and 80 pages to the executive branch. In comparison, the executive branch section in the 1977/78 Manual totals 250 pages, and the other two branches amount to about 85 pages.

We do not intend to "lift and insert" whole pages of text verbatim from your publication into ours. As you can see from the sample pages, however, we would like to rely closely on the enumeration of functions, activities, etc., found in the Manual, most frequently by adapting the text in various ways for our purposes (e.g., rewording, eliminating certain details, rearranging others).

Your letter refers to the inappropriateness of using information from the current edition of the Manual because a new edition is in process. We are very much aware of the ever-changing nature of government, and our independent research will take this into account as much as possible. We intend to follow-up new agency information, resolve certain incomplete information, cross-check directory listings as close to press time as possible, and rearrange the order of the descriptions where we think it appropriate. However, as you know, although certain specifics may change within a particular agency, basically the general responsibilities continue (unless there is a major structural change), and it is with these that we are chiefly concerned.



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Hall of Records  
October 24, 1978  
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Other differences between the two publications are that we plan to list the names of key officials and personnel only, rather than all the members of a board, commission, etc.; and we will not provide constitutional or statutory references, descriptions for state institutions as distinguished from state agencies (with rare exceptions), nor biographical sketches.

In requesting this permission, we would also like to address the second main point of your letter, namely, the costs involved and the indirect role of Maryland taxpayers in issuance of the Manual. I personally have been a Maryland resident and taxpayer for the past 10 years. More importantly, however, although our firm carries a Washington, D.C., mailing address on its stationery, it is actually a Maryland corporation, incorporated under the laws of this state in December, 1977, physically located in Takoma Park, Maryland, and also subject to paying various Maryland taxes from any business revenues it derives. Hence, the financial success of our planned GUIDE will also accrue to the State of Maryland and its taxpayers, and in the future will also contribute indirectly to compilation of the Maryland Manual.

We very much hope that the Hall of Records Commission will grant permission to our request so that unnecessarily duplicative research efforts can be avoided. Although we prefer that this permission be granted solely on the basis of due acknowledgement to the Manual, we are of course willing to pay a fee for such if the Commission deems it advisable. In this case, we hope that it would be a very reasonable fee, especially in view of the fact that we are a new small business with limited financial resources at present.

I look forward to hearing from your office again, and to answering any further questions you or the Commission might have. Thank you for your continued attention to this matter.

Sincerely yours,

Matthew J. Vellucci  
President

MJV/me

Enclosure



SPECIAL  
INFORMATION  
SERVICES, INC.

Consulting  
Research  
Publication

7212 13th Avenue  
Washington, D.C. 20012  
(301) 439-4481

Matthew J. Vellucci  
President

September 7, 1978

Mr. Edward C. Papenfuse  
Managing Editor, Maryland Manual  
HALL OF RECORDS COMMISSION  
Annapolis MD 21401



Dear Mr. Papenfuse:

Special Information Services, Inc., is planning to publish a comprehensive reference guide to the organization and activities of the 50 state governments and other U.S. jurisdictions. The STATE GOVERNMENTS GUIDE<sup>C</sup> will provide descriptive and directory information on the different departments, agencies, officers, etc. that comprise the legislative, judicial, and executive branches of the various governments. Modelled closely along the lines of the United States Government Manual, the GUIDE will make available for the first time, in a single source and uniform fashion, basic information pertaining to all the state governments.

As part of our research effort in preparing the GUIDE we are consulting a number of published works, both government and private, to obtain data for the individual state descriptions, which will range approximately between 50-90 pages, depending on the complexity of the particular state structure. In this process, we have found the Maryland Manual to be extremely useful (and you are to be congratulated heartily for the valuable reworking of earlier issues for the 1977/78 edition).

This letter is to request permission from the Hall of Records Commission to use and/or adapt, for our purposes, the agency and other descriptions found in the Maryland Manual which fall under the State copyright. In return, we will of course acknowledge the debt to your publication by displaying at the beginning of the Maryland section of the GUIDE an appropriate legend, such as:

The publisher gratefully acknowledges the permission of the Maryland Hall of Records Commission to reproduce text from the Maryland Manual.



SPECIAL  
INFORMATION  
SERVICES, INC.

Hall of Records Commission  
September 7, 1978  
Page 2

The STATE GOVERNMENTS GUIDE will be issued in quarterly, looseleaf installments of 10-15 state descriptions beginning in 1979, and will be updated annually. We would appreciate your early reply to this letter so that we might proceed expeditiously with this long-needed reference work.

Thank you for your kind consideration of this request.  
I shall be glad to answer any questions concerning this project.

Sincerely yours,

Matthew J. Vellucci  
President

MJV/me

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Office of the Assistant to the President and the Speaker  
Department of Fiscal Services  
State Department of Legislative Reference  
Commission to Revise the Annotated Code of Maryland  
Commissioners for the Promotion of Uniformity of Legislation in the United States  
General Assembly Compensation Commission

### 4 JUDICIAL BRANCH

Court of Appeals  
Court of Special Appeals  
Circuit Courts  
District Court of Maryland  
*Maryland Judicial Conference*

Administrative Office of the Courts  
State Reporter  
Maryland State Library  
State Board of Law Examiners  
Attorney Grievance Commission  
Committee on Judicial Disabilities  
Judicial Nominating Commissions

### 7 EXECUTIVE BRANCH

Governor  
Lieutenant Governor  
Attorney General/State Law Department  
Secretary of State  
Comptroller of the Treasury  
State Treasurer  
Board of Public Works

#### Executive Departments

Department of Agriculture  
Department of Budget and Fiscal Planning  
Department of Economic and Community Development  
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## STATEBRIEF . . . MARYLAND AT A GLANCE

### Origins

Parts of what is now Maryland were probably first sighted by a European explorer, John Cabot, in 1498. During the next century the territory was more fully and carefully charted. Present-day Maryland had its organized beginnings, however, only in the seventeenth century.

The Maryland colony was planned by George Calvert, a Yorkshireman who was named the first Baron of Baltimore by King James I of England in 1625. On June 20, 1632, a charter was granted by Charles I, James' successor, to Cecil, Lord Baltimore's son, who had succeeded to that title upon the death of his father. The second Lord Baltimore organized an expedition to Maryland, and the first white settlers arrived in March, 1634.

The first planned site in the colony was St. Mary's City, which for about sixty years served as the Provincial center. By the end of the century eleven counties had been established. Later, in 1729, Baltimore Town was established. Western Maryland was also opened up, and the northern boundary separating Maryland from Pennsylvania was fixed according to a survey line made by two Englishmen, Charles Mason and Jeremiah Dixon, between 1763 and 1767.

The first Provincial Convention, at which every Maryland county was represented, met in June, 1774, at Annapolis (the Governor and Assembly had previously moved there from St. Mary's). Among other things, the Convention selected delegates to attend the First Continental Congress. Following the Battle of Lexington, a second Convention met on July 26, 1775, to prepare for war with the British and to organize a civil government distinct and separate from the Province, which was still the legally constituted government.

### Constitutional History

In 1776 a Convention was elected by the people of Maryland for the express purpose of framing a constitution for a proposed new government. It prepared a document entitled a *Declaration of Rights and Constitution and Form of Government*, which was adopted on November 8 of that year. In February, 1777, the Maryland legislature met for the first time under this Declaration. On January 14, 1784, the Continental Congress ratified, at Annapolis,

the Treaty of Paris, which ended the Revolutionary War. On April 28, 1788, Maryland became the seventh State to ratify the new Federal Constitution.

A second State Constitution was adopted by Maryland in 1851, followed by a third in 1864, which was short-lived. The present Maryland Constitution was framed by a Convention which met at Annapolis from May to August, 1867, and was ratified by the people on September 18, 1867. Since that time the Constitution has been amended several times.

In 1967 another Convention assembled to draft a new Constitution for the State to replace the century-old one. However, the document prepared by the Convention was rejected by the voters at an election held on May 14, 1968. Although defeated in its entirety, some of the provisions of the proposed constitution have since been enacted as separate legislation by Maryland's General Assembly.

### Statistics

Maryland ranks 42nd among the states in physical area, with 12,303 square miles, of which approximately 20 percent is inland water and 47 percent forest area. As of 1970, however, Maryland ranked as the 18th largest state in terms of population (3.9 million persons), and the estimated population as of 1978 is 4.2 million persons.

Manufacturing establishments in Maryland total almost 2,500 as of 1978, with some 252,000 employees and a payroll of over \$2.5 billion. Most important manufactures are food and kindred products, primary metal products, electric and electronic products, transportation equipment, chemical and allied products, and machinery (except electrical).

Maryland agriculture encompasses more than 31,000 workers on 17,600 farms covering some 2.9 million acres. The most valuable farm products are poultry and poultry products, field crops, and dairy products. Mineral production (including stone, sand and gravel, bituminous coal, clays, natural gas, and peat) is also important, as is seafood production. Maryland leads the nation in oyster production and ranks second in blue crabs.

## LEGISLATIVE BRANCH

The legislative branch of the Maryland State Government is comprised of the State Legislature, known as the General Assembly, its several committees, the Office of the Assistant to the President and the Speaker, and the following agencies: Department of Fiscal Services, State Department of Legislative Reference, Commission to Revise the Annotated Code of Maryland, General Assembly Compensation Commission, and the Commissioners for the Promotion of Uniformity of Legislation in the United States.

### General Assembly

State House, Annapolis 21404  
(301) 269-1000

#### Senate

President . . . . . Steny H. Hoyer  
Majority Floor Leader . . . . . Roy N. Staten  
Minority Floor Leader . . . . . Edward J. Mason  
Secretary . . . . . Oden Bowie

#### House of Delegates

Speaker . . . . . John Hanson Briscoe  
Majority Floor Leader . . . . . John S. Arnick  
Minority Floor Leader . . . . . William M. Linton  
Chief Clerk . . . . . James P. Mause

The legislative powers of the State are vested in the General Assembly, which consists of a Senate and a House of Delegates. The General Assembly has 188 members, comprised of 47 Senators and 141 Delegates. Each of the two chambers is judge of the election and qualifications of its own members, elects its own officers, and establishes rules for the conduct of its business.

### Members' Election and Qualifications

By amendment to the State Constitution in 1972, Maryland is divided into forty-seven legislative districts for the election of members of the General Assembly. Each district elects one Senator and three Delegates. It may be divided into three Delegate subdistricts or one multimember Delegate subdistrict, and must consist of adjoining territory, be compact in form, and have approximately equal population. No County or part of a county may have more than one resident Delegate for a district that contains more than two counties or parts of more than two and where the Delegates are elected at large by the voters of the entire district.

Every Senator and Delegate must be a United States citizen and a resident of Maryland for at least one year preceding the date of election. Each member must also have resided in the legislative district from which elected for at least six months just previous to election. At the time of election a Senator must be at least twenty-five

years of age and a Delegate at least twenty-one. Members of the United States Congress, persons holding a civil or military office under the federal government, and clergy or ministers are not eligible for election to the General Assembly.

### Term of Office and Vacancies

The term of office of each Senator and Delegate is four years from the date of election. Vacancies in either chamber occurring through death, resignation, or disqualification are filled by the Governor. Persons so appointed are those whose names have been submitted in writing by the State Central Committee that represents the legislative district in which a vacancy occurs as well as the political party to which the replaced member belonged. An appointed person serves for the unexpired portion of the term.

### Officials

The presiding officers of the two chambers are the President of the Senate and the Speaker of the House of Delegates. The President of the Senate also serves as Acting Governor if the Lieutenant Governor is not able to serve in this capacity. Other official positions include the majority and minority floor leaders of each chamber; the Secretary, Journal Clerk, Reading Clerk, Chief Page, and Sergeant-at-Arms in the Senate; and the Chief Clerk, Journal Clerk, Reading Clerk, and Page Supervisor in the House of Delegates.

### **Sessions**

The General Assembly meets annually in regular session for 90 days beginning the second Wednesday in January. Sessions may be extended, but not for more than 30 days, by resolution concurred in by a three-fifths vote of the membership in each chamber. Special sessions may be called by the Governor at any time, but no single special session may exceed 30 days.

### **Powers, Duties, and Prohibitions**

The General Assembly has power to pass such laws as are necessary for the welfare of the State, and public local laws for special taxing areas and for counties not having home rule powers. Although the Assembly retains power to pass a general Statewide law that affects incorporated cities and towns, it is almost entirely prohibited by the 1954 Home Rule Amendment to the State Constitution from passing local legislation for these jurisdictions. It may, however, add a referendum provision to any local bill. Also, although the General Assembly may not submit a Statewide bill to referendum (except for a proposed constitutional amendment or a Soldiers' Bonus Bill), most Statewide bills (except an appropriation bill) and any local bill which concerns a county or Baltimore City may be petitioned to referendum by the voters.

The General Assembly must pass at each regular session a bill containing the State Government budget for the next fiscal year. Other required duties of both chambers of the Assembly are to elect the State Treasurer by joint ballot, and also the Governor and/or Lieutenant Governor if the popular election has resulted in a tie or the winning candidate is ineligible. A majority vote of all members of the Assembly in joint session is required to fill a vacancy in the office of either the Governor or Lieutenant Governor.

The Assembly may establish State Government departments, special taxing districts or areas within the State for the purpose of administering a special function or functions, and taxes that are in accord with both the United States and Maryland Constitutions. The Assembly may also propose amendments to the State Constitution, which must be embodied in a regular legislative bill and passed by three-fifths of the total membership in each chamber.

The House of Delegates has sole power of impeachment of any State officer. A majority of the total membership in the House must approve

any bill of impeachment. The Senate tries all impeachment cases, and two-thirds of the total number of Senators must concur to render a guilty verdict. The Senate also is required to render its advice and consent to the Governor's nominees as secretaries of the principal executive departments, as well as a number of other agency officials.

### **Enactment of Laws and Constitutional Amendments**

All bills of proposed legislation that are passed by both chambers of the General Assembly become law either when signed by the Governor or passed over a gubernatorial veto by three-fifths of the membership of each chamber. Laws become effective on the first day of June after the session in which the Act was passed, except when a later date is specified in the Act or when the bill is declared an emergency measure and passed by three-fifths of the total membership in each chamber, in which case it becomes law immediately upon its signing by the Governor. Also, the State budget bill becomes law upon its passage by both chambers, without further action.

Bills subject to a referendum are not enforceable until approved by the voters, except emergency bills, which are effective immediately and remain so for 30 days even after rejection by the voters. All amendments to the State Constitution must be submitted to the voters for ratification at the next general election after passage by the Assembly.

### **Committees**

The day-to-day work of the General Assembly is carried out largely through the different committees and subcommittees of each chamber, as well as committees jointly established by the Senate and House.

The Senate has organized seven committees, as follows: Budget and Taxation, with a Capital Budget Subcommittee; Constitutional and Public Law; Economic Affairs; Executive Nominations; Finance; Judicial Proceedings; and Rules.

Seven committees have also been organized by the House, as follows: Appropriations, with five subcommittees (Capital Budget, Data Processing Management, Government Operations, Human Relations Commission, Program Evaluation and Zero Base Budgeting); Constitutional and Administrative Law; Economic Matters;

## JUDICIAL BRANCH

The Maryland state judiciary is comprised of a Court of Appeals, a Court of Special Appeals, Circuit Courts, and the District Court of Maryland. All the judges of these courts form the membership of the Maryland Judicial Conference. Other parts of the judicial branch include the Administrative Office of the Courts, the State Reporter, the Maryland State Library, the State Board of Law Examiners, and special commissions dealing with attorney grievances, judicial disabilities, and the nomination of judges. The State is organized into 6 appellate judicial circuits, 8 judicial circuits, and 12 judicial districts.

*Unless otherwise noted, the address for all judicial units named below is the Courts of Appeal Building, Annapolis 21401.*

### **Court of Appeals** (301)269-3341

Chief Judge . . . . . Robert C. Murphy  
Clerk of the Court . . . . . James H. Norris, Jr.  
Chief Deputy Clerk . . . . . Joseph L. DiSaia

The Court of Appeals, Maryland's highest tribunal, was created by the State Constitution of 1776. The Court has jurisdiction to review a case or proceeding pending in or decided by the Court of Special Appeals in accordance with applicable law, and exclusive appellate jurisdiction with respect to a question of law certified to it under the Uniform Certification of Questions of Law Act. The Court also admits all eligible candidates to the State Bar. The Court makes rules for the conduct of its own practice and procedure and that of the various courts and districts of the State.

The Court is composed of seven judges, five of whom constitute a quorum. One judge is elected from each of the first five Appellate Judicial Circuits and two from the Sixth Circuit, which is Baltimore City. The judges have 15-year

terms. The Court term begins the second Monday of September each year.

The Chief Judge of the Court of Appeals, who is designated by the Governor, is the chief administrative officer of the State judiciary. The Chief Judge may for any purpose assign the judges of the various circuits to duties in other circuits or districts, or to duties related to the work of the Court of Appeals and the Court of Special Appeals.

The Clerk of the Court, who is appointed by the Court, maintains the docket, receives the briefs and transcripts of all appeals filed with the Court, and maintains official custody of the decisions of the Court, the Acts of the General Assembly, and all other records which the law may require to be filed with the Court.

### **Court of Special Appeals** (301) 269-3446

Chief Judge . . . . . Richard P. Gilbert  
Clerk of the Court . . . . . Julius A. Romano  
Chief Deputy Clerk . . . . . Howard E. Friedman

The Court of Special Appeals was authorized by an amendment to the State Constitution in 1966. Originally its jurisdiction was limited to hearing primarily criminal appeals except where the death sentence was imposed. Its jurisdiction has been enlarged to encompass appeals in numerous civil matters, such as negligence cases arising out of motor vehicle accidents, workers' compensation cases, domestic cases and paterni-

ty proceedings, equity cases, declaratory judgments, zoning cases, and orphans' court cases.

The Court is composed of 13 judges, at least 3 of whom are to hear any case brought before the Court. One judge is elected from each of the first five Appellate Judicial Circuits, two from the Sixth Circuit (Baltimore City), and six from the State at large. The judges have 15-year terms. The Governor designates one member of

## EXECUTIVE BRANCH

The executive branch of the Maryland State Government consists of several offices established under the State Constitution, 12 principal departments created by statute, and a number of independent agencies and miscellaneous commissions, committees, boards, and task forces. The constitutional offices are those of the Governor, Lieutenant Governor, Secretary of State, Comptroller of the Treasury, State Treasurer, Attorney General, and the Board of Public Works.

### Governor

State House, Annapolis 21404  
(301) 269-3591

(Extensions of the Governor's office are also located in Baltimore and Greenbelt, Md., and in Washington, D.C.)

Governor . . . . .	Blair Lee III (Acting)
Administrative Officer . . . . .	Hans F. Mayer
News Secretary . . . . .	Thom L. Burten
Adjutant General & Chief of Staff . . . . .	Maj. Gen. Edwin Warfield III

The Governor is the chief executive officer of the State and the commander-in-chief of its military forces (i.e., the National Guard and Naval Militia) except when such forces are called into the national service. The Governor is responsible for submitting to each annual session of the General Assembly a budget for the next fiscal year and making recommendations to it for raising the principal and interest on the State's debts. The Governor may also inform the Assembly at any time of the condition of the State. The Governor either signs or vetoes bills passed by the General Assembly, with the exception of the General Appropriation Act, which becomes effective without further action upon passage by both houses of the Assembly. However, the Governor has the power to veto any part of other appropriation bills, in the same manner as other bills, without vetoing all the parts.

Other duties of the Governor include appointing all military and civil officers of the State subject to the advice and consent of the Senate, except when otherwise provided for; appointing the heads of major State departments, boards, and commissions; appointing certain boards and commissions in each county and in Baltimore City; appointing persons to fill vacancies in the offices of Attorney General, Comptroller, Treasurer, and membership in the General Assembly; and commissioning justices of the peace and notaries public. Except for members of the

General Assembly, all appointees are removable by the Governor for cause.

The Governor may also grant executive clemency, reprieves, or pardons to any prisoner of the State, extradite prisoners or persons wanted by other States, issue warrants for the arrest of persons so wanted, ask for the return to Maryland of any prisoner or person of another State wanted for the violation of Maryland laws, and remit any fine or portion thereof levied against a person.

The Governor is authorized to appoint a military staff consisting of the Adjutant General and not more than 12 aides selected from the commissioned officers of the National Guard and Naval Militia.

The Governor is elected by popular vote for a four-year term, and can be re-elected for one more consecutive term. The term of office begins on the third Wednesday of the January following the election. The Governor must be at least 30 years old and a resident and registered voter of the State for five years.

The *Governor's Executive Council* or cabinet, established in 1969 to supersede the Governor's Advisory Council created in 1922, coordinates, directs, and supervises the State Government. The Council consists of the Governor, Lieutenant Governor, Secretary of State, all Secretaries of principal departments serving at the pleasure of the Governor, and the Commissioner for Higher Education.

**Department of Transportation**

P. O. Box 8755, Baltimore-Washington International Airport, Baltimore 21240  
(301) 768-9520

Secretary of Transportation . . . . .	Hermann K. Intemann
Deputy Secretary . . . . .	James J. O'Donnell
Assistant Secretary for Contracts and Management . . . . .	Ronald A. Moser
Director, Division of Finance . . . . .	Paul M. Heid
Director, Division of Public Affairs . . . . .	Michael F. Canning
Director, Division of Systems Planning and Development . . . . .	Clyde E. Pyers
Director, Division of Transportation Safety . . . . .	William L. Carson
Administrator, Operating Services Center . . . . .	Robert R. Green
Assistant Attorney General (Head, Division of Legal Counsel) . . . . .	J. Michael McWilliams

The Department of Transportation, created in 1970, brings together six primary administrations and several other related agencies concerned with the transportation of people and goods. The Department is organized into five divisions to handle regular operations, and in addition has an Operating Services Center that provides ad-

ministrative support in such areas as data processing and personnel. A departmental Board of Review is charged with hearing and determining appeals from certain decisions of the Secretary or of any administration or agency within the Department.

**Maryland Port Administration**

19 S. Charles St., Baltimore 21201  
(301) 383-5700

Port Administrator . . . . .	Joseph L. Stanton
Deputy Port Administrator . . . . .	W. G. Halpin
Deputy Administrator . . . . .	Walter C. Boyer
Director, Port Promotion and Public Information Officer . . . . .	Donald Klein

The Maryland Port Administration was created in 1971 to succeed the Maryland Port Authority, a semi-autonomous agency established in 1956. All rights, duties, powers, and obligations of the Authority were transferred to the Administration except for those given to the Maryland Transportation Authority. The Port Administration endeavors to promote and increase water-borne commerce in the State, and

to this end it maintains field offices in Pittsburgh, Chicago, and New York, as well as abroad in Brussels, London, Tokyo, and Hong Kong. The Administration attempts to improve the port facilities and strengthen the workings of the private operator, but if these are inadequate it is empowered to construct and, if necessary, operate supplementary public facilities.

**Mass Transit Administration**

109 E. Redwood St., Baltimore 21202  
(301) 383-3434

Administrator . . . . .	Walter J. Addison
Deputy Administrator . . . . .	L.A. Kimball
Resident Manager, Metropolitan Transit System Division . . . . .	Joseph V. Garvey
Director, Rapid Transit Development Division . . . . .	Frank W. Hearne
Director, Public Transportation Development Division . . . . .	Norman D. Hall

## INDEPENDENT AGENCIES

This section describes major agencies of one type or another which are parts of the executive branch of the Maryland State Government, but are not attached to any executive department or other agency.

### Board of Trustees of the State Universities and Colleges

Annapolis 21401  
(301) 269-3971

Executive Director . . . . . Edmund C. Nester  
Associate Executive Director . . . . . Jean E. Spencer  
Director of Special Programs . . . . . Patricia G. Hauk

The Board of Trustees of the State Universities and Colleges, originally established in 1963, is responsible for policy-making functions and the issuance of administrative guidelines governing the operation of the State's chartered institutions of public higher education, except the University of Maryland and Morgan State University. These institutions are Bowie, Coppin, Frostburg, and Salisbury State Colleges, Towson State University, and the University of Baltimore. The Board prepares an annual report of its activities together with a financial statement and other statistical data pertaining to the institutions, and also submits annually a short- and long-range plan describing goals, conditions, trends, projections, major policy directions and actions, and plans for future evaluation. The Board consists of 10 public members and 1 student member, all of whom are appointed by the Governor.

A *Board of Visitors* for each institution under the jurisdiction of the Board of Trustees was created in 1969 to assist the president of the

college or university in determining goals and evaluating the progress made toward achieving them. Each Board also makes recommendations and assists in the preparation of the institution's annual budget, development of facilities, conduct and development of community related programs, and development of community and private support for the institution. Each Board also assists in the selection of the president when a vacancy occurs, and carries out other responsibilities as may be delegated to it by either the Board of Trustees or the institution president.

A Board consists of nine members, of whom seven are appointed by the Governor for five-year staggered terms, with reappointment possible for an additional term. The other two members are a faculty member elected by the faculty of the institution, and a student member elected by the student body. The student member serves only a one-year term. Each Board elects its own Chair and other officers as required.

### Criminal Justice Information Advisory Board

Chair . . . . . Richard L. Wertz

The Criminal Justice Information Advisory Board, created in 1976, advises the Secretary of Public Safety and Correctional Services and the Chief Judge of the Court of Appeals on matters pertaining to the development, operation, and maintenance of an authorized Criminal Justice Information System, particularly with respect to matters of security and privacy. The Board is responsible for monitoring the system, recommending procedures and methods for the use of criminal history record information, and recommending necessary legislation.

The Board consists of 16 members, three of

whom are ex officio (the Director of the Governor's Commission on Law Enforcement and the Administration of Justice, the Secretary of Public Safety and Correctional Services, and the Attorney General). The other members are a Senator and Delegate appointed by the heads of their respective houses; three persons from the judicial branch appointed by the Chief Judge of the Court of Appeals; and two executive officials of police agencies, one executive official from a correctional services agency, two elected county officials, one elected municipal official, one State's Attorney, and one public member,



## OTHER ESTABLISHMENTS IN BRIEF

The following are brief descriptions of currently active boards, commissions, committees, councils, task forces, and other bodies, not listed elsewhere in this guide for Maryland, which have been established by legislative or gubernatorial action.

### **Advisory Council to the Legal Services Corporation**

c/o Dept. of Transportation, P.O. Box 8755,  
Baltimore-Washington International Airport,  
Baltimore, 21240  
(301) 768-9520

Chair. . . . . J. Michael McWilliams

This Council, established in 1976 pursuant to Maryland's Legal Services Corporation Act of 1974, is to notify the Corporation of any apparent violation of the Act and to suggest the best manner of providing high quality legal assistance to the poor, as well as suggestions on other matters deemed advisable by the Council.

### **Apprenticeship Information Center Advisory Committee**

Apprenticeship Information Center,  
1100 N. Eutaw St., Rm. 205, Baltimore 21201  
(301) 383-5532

Director. . . . . Jean Jackson (Acting)

This Committee reviews legislation or official decisions that affect the apprenticeship system in Maryland, and promotes opportunities to youths for employment as apprentices, acts as consultant and advisor to all groups concerning apprenticeship, advises and assists in problem areas where resistance to equal opportunity practices is encountered, encourages the establishment of formal apprenticeship programs, and encourages ways to study and accelerate apprenticeship job opportunities in Maryland.

### **Board of State Canvassers**

210 Main St., Annapolis 21401  
(301) 269-3711

Chair. . . . . (Vacancy)

This Board, created in 1896, meets after every State election to tabulate the votes cast for each candidate from the certified statements made by the city and county boards of canvassers. The Board then declares who is elected, delivers a

certificate of election to the State Administrative Board of Election Laws, issues the proclamation of election, and delivers a copy to the Governor, who then issues commissions to the persons elected.

### **Commission on Criminal Law**

500 W. Baltimore St., Baltimore 21201  
(301) 323-3000

Reporter . . . . . John P. Brumbage

This Commission was established in 1965 to comprehensively study and review criminal laws and procedures and the administration of criminal justice in Maryland. It has submitted reports, proposed a new criminal code, and prepared a draft of a bill, with commentary.

### **Commission to Study the Operation of Security Guards and Special Police**

P.O. Box 5646, Baltimore 21210  
(301) 323-3100

Co-Chairs. . . . . Marshall M. Meyer  
Emory A. Plitt, Jr.

This Commission was appointed in 1972 to study the operation of security guards and special police and the relationship between government and private industry with respect to the security field.

### **Commission to Study the Regulatory Structure of Banking, Savings and Loan and Small Loan Industries**

1 S. Calvert Bldg., Baltimore 21202  
(301) 383-5626

Chair. . . . . Stanford D. Hess  
Secretary . . . . . Thomas E. Marshall

The Governor appointed this Commission to consider whether the State banking, savings and loan, and small loan agencies should remain separate regulatory agencies or be combined into one agency to regulate the conduct of finance within the State.



MAX MILLSTONE  
SECRETARY

STATE OF MARYLAND  
DEPARTMENT OF GENERAL SERVICES  
HALL OF RECORDS  
P. O. BOX 828  
ANNAPOLIS, MD. 21404  
TELEPHONE: 269-3915

EDWARD C. PAPANFUSE,  
STATE ARCHIVIST AND  
COMMISSIONER OF LAND PATENTS  
GREGORY A. STIVERSON  
ASSISTANT STATE ARCHIVIST

September 11, 1978

Matthew J. Vellucci, President  
Special Information Services, Inc.  
7212 13th Avenue  
Washington, D. C. 20012

Dear Mr. Vellucci:

This will acknowledge receipt of your letter of September 7 concerning permission to use and/or adapt agency and other descriptions found in the Maryland Manual, published by this agency.

While we appreciate the utility of a comprehensive reference guide to state government as envisioned in your State Governments guide, we cannot without further elaboration from you and consultation with the Hall of Records Commission grant blanket permission to utilize material appearing in the Maryland Manual. First, we are presently in the process of compiling information for the 1979-1980 edition of the Manual, which will be issued early next year, so it would be inappropriate to grant permission to reprint information from the current edition of the Manual. Second, a tremendous amount of time, effort, and funds go into the production of the Maryland Manual, a large gratis distribution is made within the state, and copies are made available at cost to other interested parties. Because this is a public service publication, which as such is heavily subsidized by Maryland taxpayers, we would be hesitant to grant permission to reprint in toto substantial sections of the Manual in a profit-motivated undertaking. Anyone, of course, is free to quote from, or utilize statistics and information found in, the Maryland Manual, as long as proper citation to the original source is provided. It is our understanding, however, that your firm may wish to photoreproduce or duplicate whole sections of information supplied in the Manual.

Perhaps the best solution is for you to explain in detail what information you wish to use from the Maryland Manual and in what form it will be reproduced from the original. We can then take the matter up at the next meeting of the Hall of Records Commission, which is scheduled for the second week in November, for further discussion.

I look forward to hearing from you.

Sincerely yours,

Gregory A. Stiverson  
Assistant State Archivist

GAS/ejm

Records Retention and Disposal Schedules approved  
since last meeting. See attached list.

- move that the Commission confirm  
the actions of the Archivists ~~and~~ and  
incorporate this list <sup>into the</sup> with the  
minutes of the ARC. ~~and~~

RECORDS RETENTION SCHEDULES APPROVED AFTER JULY 1, 1978:

Schedule Number	Date Approved	Department or Agency
<u>State Schedules:</u>		
704-2	7/18/78	Department of Health and Mental Hygiene Environmental Health Administration, Bureau of Air Quality and Noise Control, Office of the Director
704-3	7/18/78	Department of Health and Mental Hygiene Bureau of Air Quality and Noise Control, Division Engineering Control
704-4	7/18/78	Department of Health and Mental Hygiene Bureau of Air Quality and Noise Control, Division of Air Monitoring
704-6	7/18/78	Department of Health and Mental Hygiene Environmental Health Administration, Bureau of Air Quality and Noise Control, Division of Compliance
704-7	7/18/78	Department of Health and Mental Hygiene Environmental Health Administration, Bureau of Air Quality, Noise Control Section
704-9	10/18/78	Department of Health and Mental Hygiene EVA-Bureau of Food and Drugs, Division of Drug Control
704-10	10/18/78	Department of Health and Mental Hygiene EVA-Bureau of Food and Drugs, Division of Drug Control
704-11	10/18/78	Department of Health and Mental Hygiene EVA-Bureau of Food and Drugs, Division of Milk Control
704-12	10/18/78	Department of Health and Mental Hygiene Division of Product Safety
704-13	10/18/78	Department of Health and Mental Hygiene Division of Radiation Control
713	7/18/78	Interagency Committee for Public School Construction
714	7/18/78	Department of Transportation Office of the Deputy Secretary
715	7/18/78	Department of Transportation Office of the Secretary
716	7/18/78	State Board for Community Colleges Office of the Coordinator for Business Affairs

RECORDS RETENTION SCHEDULES APPROVED AFTER JULY 1, 1978:

<u>Schedule Number</u>	<u>Date Approved</u>	<u>Department or Agency</u>
<u>State Schedules (continued):</u>		
717	7/18/78	Comptroller of the Treasury Income Tax Division
718	7/18/78	Department of Budget and Fiscal Planning
719	7/18/78	Department of Transportation Division of Contracts and Management
720	10/18/78	Department of Transportation Motor Vehicle Administration, Administration Adjudication Office of Director and Assistant Director
721	10/18/78	Department of Transportation Motor Vehicle Administration, Adjudication General Mail and Disposition Unit
722	10/18/78	Department of Transportation Motor Vehicle Administration, Administration Adjudication, Docket and Scheduling Unit
723	10/18/78	Department of Transportation Motor Vehicle Administration Financial Responsibility Insurance Cancellation Section
724	10/18/78	Department of Transportation Motor Vehicle Administration, Financial Responsibility Judgment Section
725	10/18/78	Department of Transportation Motor Vehicle Administration, Financial Responsibility Insurance Correspondence Section
726	10/18/78	Department of Transportation Motor Vehicle Administration, Financial Responsibility Director's Office
727	10/18/78	Maryland Center for Public Broadcasting Administration
L-3	7/18/78	Department of Health and Mental Hygiene Western Maryland Center
L-4	8/23/78	Maryland State Lottery Agency
L-5	10/18/78	Department of Transportation Motor Vehicle Administration, Financial Responsibility Judgment Section

RECORDS RETENTION SCHEDULES APPROVED AFTER JULY 1, 1978:

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<u>Schedule Number</u>	<u>Date Approved</u>	<u>Department or Agency</u>
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County Schedules:

C-470	7/18/78	Anne Arundel County Personnel Department
C-473	7/18/78	Anne Arundel County Central Services-Director
C-475	7/18/78	Anne Arundel County Director of Administration
C-476	7/18/78	Anne Arundel County Recreation and Parks Division
C-477	10/18/78	Anne Arundel County Credit Union
C-478	8/23/78	Anne Arundel County County Council
C-479	10/18/78	Howard County Police Department-Central Records

Municipal Schedules:

M-27	10/18/78	Town of Bel Air Accounting Records
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J. MAX MILLSTONE  
SECRETARY

STATE OF MARYLAND

DEPARTMENT OF GENERAL SERVICES

HALL OF RECORDS

P. O. BOX 828

ANNAPOLIS, MD. 21404

TELEPHONE: 269-3915

EDWARD C. PAPERFUSE  
STATE ARCHIVIST AND  
COMMISSIONER OF LAND PATENTS  
GREGORY A. STIVERSON  
ASSISTANT STATE ARCHIVIST

November 15, 1978

J. G. Goellner, Director  
The Johns Hopkins University Press  
Baltimore, Maryland 21218

Dear Jack:

Enclosed is the signed copy of your letter to me concerning the reduction of our royalty on the reprinting of the paperback edition of Maryland: A New Guide to the Old Line State. The proposal was approved unanimously by the Hall of Records Commission at its November 8 meeting.

Sincerely yours,

Edward C. Papenfuse  
State Archivist and  
Commissioner of Land Patents

ECP:st

Enclosure



1 November 1978

Dr. Edward Papenfuse  
Maryland Hall of Records  
P. O. Box 828  
Annapolis, Maryland 21404



Dear Ed:

I am writing with respect to the Maryland guidebook. Sales of the paperback edition have continued fairly strong, so that we must consider the feasibility of a third printing. I write "consider," but actually we very much want to go ahead, for the book is simply far too good and too useful to let it go out of print in paperback, even though the hardcover edition would remain available.

We have a problem, though, with money. Our publishing contract, dated 24 June 1975, requires us to pay royalties of 30% of net receipts from sales on the hardcover and paperback editions until the subsidy of \$14,440 has been repaid, after which the royalty rates would be reduced to conventional levels. In the case of the paperback, this rate will be  $7\frac{1}{2}\%$  of the retail price.

If we pay the 30% royalty, we shall incur a substantial deficit on the third printing, so that from a purely business point of view we could not proceed to reprint. I very much do want to reprint and keep the paperback available.

Therefore, I should like to propose that on copies sold from the third printing we pay a royalty of 20% of net receipts from sales, to be continued until the \$14,440 subsidy is repaid in full from royalties earned on sales of both the hardcover and paperback editions, after which the royalty rates would be adjusted as specified in our contract.

I emphasize that this reduction in royalty rate would apply only to the paperback edition and would be limited to only the third printing of the paperback edition.

If we make the third printing, we will spend more than \$1,000 on readvertising the book. Obviously we could find a partial solution to our money problem by simply not readvertising--but that, in my opinion, would be a foolish saving. I much prefer to commit ourselves to the advertising expenditure.

Royalty earnings to date have been slightly over \$9,300, and we estimate earnings of an additional \$930 by the time the new paperback printing would be out of the bindery, a total of \$10,230, leaving \$4,210 yet to be repaid. We estimate royalty earnings of



Dr. Edward Papenfuse

-2-

1 November 1978

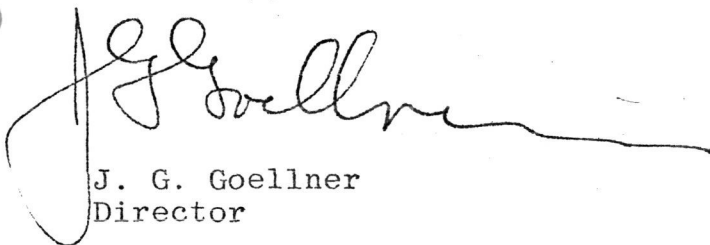
\$3,615 on the third printing of the paperback at the 20% rate. (We would print 5,000 copies and increase the price to \$5.95.) That would leave \$595 to go. This amount should be earned easily on sales of the hardcover edition at the continuing 30% royalty rate. The hardcover edition is currently selling at the level of about 300 copies a year, and royalties amount to about \$3.10 per copy sold, or about \$930 per year.

If our proposal is accepted, it is quite clear that the full amount of the \$14,440 subsidy from the State of Maryland will be repaid within the period the third paperback printing is offered for sale.

If you accept the proposal, will you please sign and return one copy of this letter. The second copy should be attached to your copy of the publishing contract as an addendum.

Since we are most anxious to make a reprinting decision, it would be a favor if you could telephone me with the Commission's own decision as soon as that has been taken.

Sincerely,



J. G. Goellner  
Director

JGG:ejr

Proposal Approved:

By:



For:

The Hall's Records Commission

Date:

11/8/78