

DEPARTMENT OF GENERAL SERVICES

GEORGE R. LEWIS, *Secretary of General Services*

WILLIAM A. BADGER, *Deputy Secretary*

ALLAN S. LEVY, *General Counsel*

301 W. Preston Street, Baltimore 21201

Telephone: 383-3980

The Department of General Services is a consolidation of the duties and functions previously performed and exercised by the Department of Public Improvements, the Board of Architectural Review, the Office of the Superintendent of Baltimore Public Buildings and Grounds, the Hall of Records Commission; the War Memorial Commission; the Washington Cemetery Board of Trustees; the Commission on Artistic Property and the Purchasing Bureau. The Department has been organized into three functional offices: Office of the Secretary (Administration); Office of Engineering and Construction, and Office of Central Services. The Act which created the Department of General Services abolished the Department of Public Improvements and transferred its functions to it. The Act also abolished the Bureau of Control Surveys and Maps and transferred the functions to the Department, even though since 1960 the Bureau had functioned as a part of the Bureau of Location and Surveys, State Highway Administration (Code 1957, 1971 Repl. Vol., 1975 Supp., Art. 41, secs. 231D and 231E).

**OFFICE OF THE SECRETARY
(ADMINISTRATION)**

J. Max Millstone, *Assistant Secretary for
Operations*

301 W. Preston Street,
Baltimore 21201 Telephone: 383-3956

The Secretary advises the Board of Public Works and other State agencies on all matters of engineering, surveys, plans, specifications and contracts for public improvements that may come before the Board or in which a State agency may be interested. The Secretary selects and appoints architects and engineers subject to approval of the Board of Public Works; he reviews and makes recommendations to the Board of Public Works on all contracts for the expenditure of sums appropriated for the acquisition of land, buildings, equipment, new construction, commercial leases and other capital expenditures, except in connection with State roads, bridges and highways.

**ADMINISTRATIVE AND FISCAL
SERVICES**

Jerome W. Klasmeier, *Director of
Administrative and Fiscal Services*

301 W. Preston Street,
Baltimore 21201 Telephone: 383-3992

The Director of Administrative and Fiscal

Services is responsible for general overall administrative coordination in the Department of General Services. This office distributes plans and specifications to bidders for all State building construction and purchasing. It also receives and tabulates bids and furnishes the results to the Board of Public Works with the Secretary's recommendations. The office contracts with all successful bidders and maintains cost records and accounting data on all bond issue funds. Administrative staff support is provided by this office in the areas of budget, finance, contract awards, personnel, legal counsel and management service to all line programs in the Department (Code 1957, 1971 Repl. Vol., 1975 Supp., Art. 41, secs. 231-231M).

Staff: 1975, 45; 1976, 46; 1977, 46.

**BOARD OF ARCHITECTURAL
REVIEW**

Edwin F. Ball, *Chairman*

Mark Beck, Robert L. Ellis, Anthony N. Johns, Jr., Francis M. Leahy, N. David O'Malley, Van Fossen Schwab

The Board of Architectural Review, established by Chapter 80, Acts of 1949, consists of seven members appointed for four-year terms by the Secretary of General Services from lists of nominations submitted by the Baltimore Chapter, the Potomac Val-

ley of Maryland Chapter, the Chesapeake Bay Chapter, of the American Institute of Architects (Code 1957, 1969 Repl. Vol., 1975 Supp., Art. 78A, sec. 23). The Board advises the Secretary about specifications related to proper architectural treatment of proposed buildings. The Board also reviews all architectural designs and drawings and recommends any changes necessary to make the proposed buildings functional and practical for the use intended.

COMMISSION ON ARTISTIC PROPERTY

Chairman: Oden Bowie

William S. James, Lillian B. Miller

Secretary: Carl N. Everstine

Room 105 — State House,

Annapolis 21404 Telephone: 269-3241

The Commission on Artistic Property, originally appointed by the Governor with the approval of the Board of Public Works, was created by Chapter 111, Acts of 1969. It consists of four persons appointed by the Secretary of General Services with the approval of the Governor to keep a continuing inventory of valuable paintings and other decorative arts in all State buildings in the Annapolis area. The Commission also provides for the location, proper care, custody, restoration, display and preservation of these paintings and decorative arts. The Commission is empowered, with the approval of the Secretary or the Governor, to receive and accept gifts and loans of paintings and other decorative arts. With the approval of the Governor, the Commission may accept gifts of money from any source, public or private, and thereafter administer and expend the funds according to the conditions and terms of the gift. The Secretary, with the approval of the Governor, appoints one of the members to serve as Chairman. All of the members serve at the pleasure of the Secretary (Code 1957, 1969 Repl. Vol., 1975 Supp., Art. 78A, sec. 52).

GENERAL PROFESSIONAL SERVICES SELECTION BOARD

John W. Peach, 1978 *Chairman*

Keith A. Kelly, George R. Lewis, Jonathan E. Moxley, Robert A. Sindall, Jr., 1978

The General Professional Services Selec-

tion Board, established by Chapter 732, Acts of 1974, consists of four permanent members and one floating member. The four permanent members are the Secretary of General Services or his designee, one member chosen by the Governor from within the Department of General Services upon recommendation of the Secretary, and two members chosen by the Governor from the general public, at least one of whom may not be an engineer or architect. The public members serve for a term of four years. The floating member shall be the head of the using authority which is presenting a proposal to the Board for procuring architectural or engineering services.

The Board provides a method for granting architectural and engineering contracts to assure their equitable award at the best available price to the most competent architect or engineer (Code 1957, 1971 Repl. Vol., 1975 Supp., Art. 41, secs. 231N to 231Y).

WAR MEMORIAL COMMISSION

Chairman: Paul C. Wolman, 1977

Appointed by the Secretary of General Services: Thomas W. Simmons, 1977; Meyer Sokolow, 1978; Charles A. Kreatchman, 1979; Norris J. Walbert, 1980; W. Leroy Maddox, 1981.

Appointed by the Mayor of Baltimore: John A. Jarosinski, 1978; Robert B. Watts, 1979; W. Leroy Maddox, 1981; John E. Brandau, 1981.

Executive Secretary: Norman L. Gring

War Memorial Building,

Baltimore 21202 Telephone: 685-7530

The War Memorial Commission, created by Chapter 537, Acts of 1924, consists of ten members, five of whom are appointed by the Secretary of General Services, with the approval of the Governor, and five who are appointed by the Mayor of the City of Baltimore. Each member serves a five-year term and must be a Maryland war veteran. The Commission elects its own Chairman. It has custody and supervision of the War Memorial Building and the War Memorial Plaza, which were erected to honor the men of Maryland who fought in World War I. The maintenance cost is shared equally by

the State and the City of Baltimore. The building is open and available for meetings of veterans' groups and civic and patriotic societies, and for civic gatherings, providing that no collection or donation is taken or any admission charged. Applications for permission to use the building should be addressed to the Commission (Code 1957, 1972 Repl. Vol., 1975 Supp., Art. 65, secs. 78-82).

WASHINGTON CEMETERY BOARD OF TRUSTEES

President: Samuel E. Pruett, 1978
 Ronald D. Phillips, 1978;
 Michael T. O'Connor, 1978
 2217 Cloverleaf Road,
 Hagerstown 21740 Telephone: 582-1912

The Washington Cemetery Trustees were chartered by Chapter 213, Acts of 1870. The three Trustees, appointed by the Secretary of General Services for three-year terms, are responsible for the maintenance of Washington Cemetery, Hagerstown, where the Confederate dead of the battles of Antietam and South Mountain are interred.

OFFICE OF ENGINEERING AND CONSTRUCTION

Keith A. Kelly, *Director*
 Milford A. Niles, *Administrator of Plant Facilities*
 301 W. Preston Street,
 Baltimore 21201 Telephone: 382-2444

The Director of Engineering and Construction is responsible for supervising the functions of the office and coordinating the design and construction of all State public work projects.

The Division of Design and Approval renders advice and assistance to State agencies on all matters involving engineering, surveys, plans, specifications, and contracts for construction and repair of State buildings. The Division prepares and reviews plans and specifications for all public improvements, assists the Department of State Planning with the development of technical detail in the preparation of the Capital Improvement Program, and collects and maintains a file of plats and surveys of the

location of all state-owned property.

The Construction Supervision and Inspection Division maintains representation on all major projects to insure adherence to established standards and specifications. In addition, all fire losses and casualty claims are handled through this Division.

The Land Acquisition Division is responsible for the purchase of all land acquired under Program Open Space, as well as all land acquired for State construction projects, except roads and bridges (Code 1957, 1969 Repl. Vol., 1975 Supp., Art. 78A, sec. 19A).

The Space Management Branch was established as a result of an Executive Order in August, 1973. The Division is assigned the responsibility for leasehold acquisition for most State agencies.

The Division of Plant Management is responsible for directing the functions of Annapolis and Baltimore Public Buildings and Grounds, and the continuing study of maintenance programs for all State facilities.

The Public School Construction Division reviews and approves consulting architects' and engineer's plans and specifications for public school buildings throughout the State.

Staff: 1975, 122; 1976, 131; 1977, 135.

OFFICE OF ANNAPOLIS PUBLIC BUILDINGS AND GROUNDS

Francis V. Sharpe, *Superintendent*
 John F. Sikorski, *Assistant Superintendent*
 Central Services
 Building Telephone: 269-3611

29 St. John's Street,
 Annapolis 21401

Nights and Holidays: 269-3411

The Office of Annapolis Public Buildings and Grounds replaced the Office of Superintendent of Public Buildings and Grounds, which was established by Chapter 15, Acts of 1862. The Superintendent is in charge of the operation, maintenance and protection of the following State-owned buildings: Government House, the State House, Old Treasury Building, Courts of Appeal, Hall of Records, Treasury Building, William S. James Senate Office Building, Treasury Building Annex, Stokes Building, Shaw

House, Income Tax Building, Central Services Building, which houses the Power Plant, Tawes State Office Building, Jeffrey Building, Thomas Hunter Lowe House of Delegates Building, Legislative Services Building and State Police Barrack and Garage. He is also responsible for the several buildings which are leased by the State. The Superintendent is appointed by the Secretary and serves under the merit system (Code 1957, 1971 Repl. Vol., Art. 41, secs. 133-138).

Staff: 1975, 188; 1976, 192; 1977, 199.

OFFICE OF BALTIMORE PUBLIC BUILDINGS AND GROUNDS

Frederick W. DeJong, *Superintendent*

301 W. Preston Street,
Baltimore 21201 Telephone: 383-4486
Nights and Holidays: 383-4497

The Office of Baltimore Public Buildings and Grounds replaced the Superintendent of State Office Buildings—Baltimore, which was created by Chapter 40, Acts of 1958. The Superintendent is charged with the responsibility of operating, maintaining and protecting the State Office Building, the State Highway Administration Building, the former Department of Motor Vehicles Building, the Herbert R. O'Connor Office Building and such other buildings and grounds owned or controlled by the State in the Baltimore area as designated by the Board of Public Works. The cost of operating these buildings is borne partially by funds collected from Special and Federal Fund agencies (Code 1957, 1971 Repl. Vol., Art. 41, sec. 140).

Staff: 1975, 153; 1976, 153; 1977, 165.

OFFICE OF CENTRAL SERVICES

Robin J. Zee, *Director*

301 W. Preston Street,
Baltimore 21201 Telephone: 383-2240

The Director of the Office of Central Services is responsible for supervising and coordinating the Purchasing Bureau, the Communications Division, the Printing and Publication Division and the Hall of Records Commission.

PURCHASING BUREAU

Stanley J. Hanna, *Chief, Purchasing Bureau*

301 W. Preston Street,
Baltimore 21201 Telephone: 383-3644

The Purchasing Bureau, initially created as the Central Purchasing Bureau by Chapter 184, Acts of 1920, became a part of the Department of Budget and Procurement and its name changed to the Purchasing Bureau by Chapter 63, Acts of 1939. When the Department of Budget and Fiscal Planning was created by Chapter 78, Acts of 1969, the Purchasing Bureau was assigned to that Department. The Purchasing Bureau was placed under the Secretary of General Services by Chapter 97, Act of 1970.

The Purchasing Bureau is responsible for the purchase of all materials, supplies and equipment for the use of every State agency. The Secretary, through the Bureau, formulates standards for all materials, supplies and equipment to be purchased for the using authorities of the State. It maintains a warehouse for storing supplies and purchases them from a \$1,300,000 Revolving Fund. These supplies are bought by State agencies who are back-charged through their budget by the Comptroller (Code 1957, 1971 Repl. Vol., Art. 41, secs. 231G-231K).

Staff: 50.

COMMUNICATIONS

Dayton W. Eddy, *Telecommunications Coordinator*

301 W. Preston Street,
Baltimore 21201 Telephone: 383-4493

This unit is responsible for studying and coordinating State-wide telecommunications, including radio and telephone services, and for adapting modern techniques to eliminate duplicate and overlapping telecommunication systems.

Staff: 1975, 3; 1976, 4; 1977, 4.

PRINTING AND PUBLICATIONS

Kenneth B. Webster, *Manager of Printing and Publications*

301 W. Preston Street,
Baltimore 21201 Telephone: 383-3261

The Division of Printing and Publications provides central management for all print-

State Agencies

ing, publications, graphic arts and other activities related to printed materials in the State service. Also provided are centralized duplicating services to agencies located primarily in the Baltimore area. Typewriter repair service is furnished not only to agencies located in the State Office Building complex in Baltimore, but also to hospitals and institutions and agencies located throughout the State.

Staff: 1975, 28; 1976, 32; 1977, 32.

HALL OF RECORDS COMMISSION

Chairman: Robert C. Murphy, *Chief Judge, Court of Appeals*

Vice Chairman: Richard D. Weigle, *President, St. John's College*

Louis L. Goldstein, *Comptroller of the Treasury*; George R. Lewis, *Secretary of General Services*; Leonard C. Crewe, Jr., *President, Maryland Historical Society*; Richard Franko Goldman, *President, The Peabody Institute*; Steven Muller, *President, The Johns Hopkins University*.

Edward C. Papenfuse, *State Archivist, Archives Division*

Philip Schneider, *Records Administrator, Records Management Division*

Hall of Records,
Annapolis 21401 Telephone: 269-5915

Archives Division
Hall of Records,
Annapolis 21401 Telephone: 269-5915

Records Management Division
Treasury Bldg.,
Annapolis 21401 Telephone: 269-5023

The Hall of Records Commission, an ex officio body, originally created by Chapter 18, Acts of 1935, had its membership altered by Chapter 97, Acts of 1970. The Commission supervises and controls the Hall of Records and appoints the Archivist, who manages the building and its contents.

State agencies, counties, cities and towns in Maryland are authorized to offer for deposit at the Hall of Records all files, documents, and records not in current use.

All records which are in the courthouses of the State and which were created prior to April 28, 1788, the date of ratification of the United States Constitution by Mary-

Dept. of General Services/305

land, must be deposited at the Hall of Records. The Records of all State agencies, boards, and commissions which are abolished or otherwise cease to function must also be transferred to the custody of the Hall of Records Commission.

All current deeds, mortgages, and releases recorded in the courthouses of the State are microfilmed and preserved at the Hall of Records for security purposes. Limited facilities are available for the filming of records of State agencies.

By several Acts of Assembly, the Hall of Records has been designated as an official depository for the publications of State agencies (Code 1957, 1971 Repl. Vol., Art. 40, sec. 53) and for all codes published by local governments, both county and municipal (Code 1957, 1973 Repl. Vol., Art. 25, sec. 32A; Art. 25A, secs. 7 and 9A; Art. 25B, secs. 7, 12). Since 1967, the Hall of Records has been a depository for measures changing the charters of municipal corporations (Code 1957, 1966 Repl. Vol., 1975 Supp., Art. 23A, secs. 17A and 19).

The Hall of Records Commission also edits, compiles, publishes and distributes the MARYLAND MANUAL (Code 1957, 1971 Repl. Vol., Art. 41, secs. 104-106).

Chapter 488 of the Acts of 1966 transferred the functions, records, responsibilities and employees of the Commissioner of the Land Office to the Hall of Records Commission. Under the provisions of Chapter 355 of the Acts of 1967, the Archivist was designated as the Commissioner of Land Patents and assigned the responsibility of issuing land patents and conducting caveat hearings. In performing these duties, he acts independently of the duties imposed on him as Archivist (Real Property Art., 1976 Supp., secs. 13-101 to 13-504). The Hall of Records Commission serves as the official depository for the duplicate copies of subdivision plats formerly sent to the Land Office as insurance against the loss of the originals (Real Property Art., secs. 3-303 and 3-304).

The Records Management Division develops programs and policies for the efficient management of the records of all departments and agencies of the Maryland State Government and provides assistance

306/Haryland Manual

Div. of General Services / 306

in the preparation of records retention and disposal schedules.

The Division operates four low cost warehouses for the storage of inactive State records which must be retained for specified periods of time to meet the State's legal and administrative needs. These record centers are located in Baltimore, Annapolis, Waterloo and Cheltenham.

The Division also offers cost reimbursable microfilm services to all State agencies.

Staff: 1975, 43; 1976, 47; 1977, 47.

101
Carroll County Decem. 15. 1775

A prevailing opinion, that regular
forces will be raised by the present Convention, induces
me to offer only fewer for that purpose, and at the
same time must fully confess I have no particular
or uncommon Merit by which I can recommend my-
self. A tolerable able and active body animated with
a sound sense and sincerely attached to the Cause is
all I have to boast of, or all I have to offer.

Having the honor of being acquainted with
but few of the Gentlemen of the Convention, I beg leave to
refer you to the Delegates from this County with
respect to my Character. And should it be thought
by them and the other Gentlemen of the Convention, that
I could be of use in any Department, you may command
the best services of

Your Obedt. Servt.

Mathias Loring

Nat. Ewing

The Honorable

To
Matthew Tilghman, President
of the Convention of Maryland, now
Sitting

1 Ewing, Nathaniel (CF) TO
 Author - last name, first name Title (Residence)
 1 Tilghman, Matthew, Pres. Convention
 Recipient - last name, first name Title (Residence)
 2 1775, Dec. 15,
 Date written [with dates of recording or filing in brackets] Form: year, month, day
 3 Request to serve the state,

Type of document (militia list, account, receipt, entrances and clearances, muster rolls, tax lists, etc.), brief description of contents and/or title of document.

4 MdHR 6636
 Source [Accession Number]

4 Box 1 Item 24

5 Notes

HR-102 Data Input Cards, Revolutionary War Papers Inventory
 Hall of Records

1505353

442

1775 4/19

Location and destination of ships.

NDHR 6636-1-23A

1505403

DAVIS, EDWARD (NY);

1775, Dec. 11.

Fighting in Canada;

NDHR 6636-1-23B

1505452

✓ EWING, NATHANIEL (CE) to TILGHMAN, MATTHEW, pres. Convention.

1775, Dec. 15.

Request to serve the state.

NDHR 6636-1-24

1505502

SMITH, JOHN & SONS,

1775, Dec. 10.

Bill of sale for ship 437 Sidney 438 .

NDHR 6636-1-25

1505551

LINE, WILLIAM.

1776 4/19

437 Estimate of the expenses of the ship 43 Defence 43 438 .

NDHR 6636-1-26

Maryland Hall of Records

HALL, WILLIAM, Clk. Committee (Chestertown) to DUVALL, GABRIEL, Clk. Convention. 1775, Dec. 11. Return of appointments to Convention. *MdHR 6636-1-22* [47]

DAVIS, EDWARD (NY). 1775, Dec. 11. Fighting in Canada. *MdHR 6636-1-23B* [48]

DORSEY, THOMAS et al. (Elk Ridge) to CONVENTION. 1775, Dec. 12. Transmittal of bonds and charges. *MdHR 6636-1-14A* [49]

EWING, NATHANIEL (CE) to TILGHMAN, MATTHEW, Pres. Convention. 1775, Dec. 15. Request to serve the state. *MdHR 6636-1-24* [50]

ATKINSON, ISAAC (SO) to TILGHMAN, MATTHEW. 1775, Dec. 17. Bond for good behavior. *MdHR 6636-1-17D* [51]

HALL, WILLIAM, Clk. Committee Obs. (KE). 1775, Dec. 19. Delivery of arms to Capt. Emory Sudler. *MdHR 6636-1-27* [52]

SEWELL, JOHN et al. to BUCHANAN, ARCHIBALD. 1775, Dec. 22. Appraisal of the schooner "Dolphin". *MdHR 6636-2-7* [53]

BEALL, ANDREW (PG) to CONVENTION. 1775, Dec. 23. Recommending John G. Hamilton. *MdHR 6636-1-31* [54]

HOOE, ROBERT (Alexandria) to SCOTT, JOHN, Capt. ("Batchelor"). 1775, Dec. 27. Instructions to sail to Martinique and take on cargo. *MdHR 6636-1-34* [56]

LINE, WILLIAM. 1776? "Estimate of the expenses of the ship 'Defence'". *MdHR 6636-1-26* [59]

* to VAN BIBBER, ABRAHAM, Capt. (St. Eustatia). 1776? Transfer of bill of lading and invoice. *MdHR 6636-1-41* [62]

* to COUNCIL OF SAFETY. 1776? Tally for Western and Eastern Shore elections. *MdHR 6636-1-48* [64]

CONVENTION. 1776? Declaration of sentiment toward England. *MdHR 6636-1-49* [65]

CONVENTION to NICHOLSON, JAMES. 1776? Appointment as captain of the "Defence". *MdHR 6636-1-50* [66]

H., J. 1776? Inquiries concerning vessels. *MdHR 6636-1-53* [67]

* to SHERIFF (FR). 1776? Stay of execution for Adam Graves, John G. Graves, Henry Shill and Nicholas Andrews. *MdHR 6636-1-65A* [68]

RANKEN, GEORGE, Clk. Secretary's Off. 1776? Account for expenses while discharging his duties. *MdHR 6636-1-66* [69]

VAN BIBBER, ISAAC. 1776? Proposals for erecting a gunpowder mill. *MdHR 6636-1-71* [70]

GARRETT, AMOS (HA) to PROVINCE OF MD. 1776? Account for erecting and carrying on saltpeter works. *MdHR 6636-1-76A,B,C,E* [71]

REYNOLDS, ROBERT to CONVENTION. 1776? Account for services. *MdHR 6636-1-81A* [72]

REYNOLDS, ROBERT. 1776? Account for services and purchases. *MdHR 6636-1-81B* [73]

REYNOLDS, ROBERT to PROVINCE OF MD. 1776? Account for services. *MdHR 6636-1-81D* [74]

COMMITTEE OF ELECTIONS. 1776? Resolution that CH election is void. *MdHR 6636-1-93* [75]

CONVENTION to COUNCIL OF SAFETY. 1776? Order to purchase muskets and deliver guns. *MdHR 6636-1-94* [76]

EDGERLY, EDWARD to CONVENTION. 1776? Memorial for a commission. *MdHR 6636-1-96* [77]

MISTER, MARMADUKE. 1776? Deposition regarding shipwreck. *MdHR 6636-1-98A* [78]

HARWOOD, NICHOLAS, Clk. Committee of Inquiry. 1776? Activities of Joseph Wheland, Jr., John Evans, Robert Howith and John Price. *MdHR 6636-1-101A* [79]

HARRIS, THOMAS et al. (Militia Comp., QA) to CONVENTION. 1776? Petition to recommend officers for the company. *MdHR 6636-1-106* [80]

WHITELEY, ARTHUR et al. (DO) to CONVENTION. 1776? Recommendation of Wm. Jones as inspector of White's Warehouse. *MdHR 6636-1-107* [81]

CONVENTION to COMMITTEE OF OBSERVATION (KE). 1776? Resolution to summon James Claypoole. *MdHR 6636-1-112A* [85]

HENDLEY, JAMES. 1776? Deposition concerning conversation between William Slubey and James Claypoole. *MdHR 6636-1-112B* [86]

CRAP, JAMES LILLY, gardener to Gov. Eden to CONVENTION. 1776? Proposals for supplying troops with vegetables. *MdHR 6636-1-115* [88]

CONVENTION. 1776? Resolutions concerning oath of enlistment and payment of soldiers. *MdHR 6636-1-116* [89]

HANNAH, NICHOLAS. 1776? Bill and receipt for riding express. *MdHR 6636-1-125* [96]

SPARROW, THOMAS to CONVENTION (AN). 1776? Request for commission. *MdHR 6636-1-126* [97]

RIDGEWAY, JAMES to CONVENTION. 1776? Request for commission. *MdHR 6636-1-127* [98]

LANE, RICHARD, Capt.; NORRIS, MARTIN, 2nd Lt.; LEATCH, JAMES, 1st Lt.; (15th Batt., CV) to CONVENTION. 1776? Petition to join Col. Weems in AA. *MdHR 6636-1-129* [100]

GOTT, ANTHONY (BA) to CONVENTION. 1776? Petition to be released as security for bond of Henry Riston. *MdHR 6636-1-130* [101]

* to CONVENTION. 1776? Scheme for the importation of manufacturers from Europe. *MdHR 6636-1-131* [102]

DUVALL, GABRIEL, Clk. Convention to W.S.T. 1776? Pay Robert Buchanan for attendance. *MdHR 6636-1-132* [103]

MATTHEWS, GEORGE to COUNCIL OF SAFETY. 1776? Conditions of cannons in BC. *MdHR 6636-2-9* [106]

COUNCIL OF SAFETY (AN) to COMMITTEE (KE). 1776? Arrival and distribution of arms and powder. *MdHR 6636-2-25B* [107]

CAPTAIN BUSSEY'S COMPANY (HA). 1776? Request for new officers' commissions: See 2/47B. *MdHR 6636-2-47A* [108]

* to JENIFER, DANIEL of ST. THOMAS, Pres. 1776? Agreement with Mr. Dorsey to supply cannon. *MdHR 6636-2-78* [111]

CLAPPER, Capt. 1776? Invoice of bread shipped on the schooner "Friendship". *MdHR 6636-2-90C* [112]

Maryland Hall of Records

Index

- 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270,
271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281,
282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292,
293, 294, 295, 296, 297, 298, 299, 300, 301, 303, 304,
305, 306, 307, 308, 309, 310, 311, 312, 349, 350, 356,
357, 362, 364, 368, 369, 371, 374, 375, 379, 381, 382,
384, 385, 392, 393, 396, 398, 399, 413, 417, 418, 422,
432, 434, 435, 440, 443, 444, 449, 451, 461, 468, 469,
470, 472, 473, 474, 475, 476, 478, 479, 481, 483, 485,
486, 487, 488, 489, 490, 491, 494, 495, 496, 497, 499,
501, 503, 504, 505, 506, 509, 510, 515, 518, 522, 523,
524, 527, 528, 539, 548, 550, 553, 554, 561, 563, 571,
574, 577, 580, 581, 582, 583, 585, 586, 587, 588, 589,
590, 596, 599, 600, 601, 604, 609, 610, 611, 612, 618,
622, 623, 624, 625, 628, 629, 630, 635, 638, 639, 642,
645, 646, 647, 648, 649, 651, 652, 655, 656, 657, 660,
661, 662, 663, 664, 665, 666, 667, 668, 669, 672, 673,
675, 676, 678, 679, 680, 681, 682, 683, 684, 685, 686,
688, 689, 690, 691, 692, 695, 696, 697, 698, 699, 700,
701, 702, 703, 704, 705, 707, 709, 710, 711, 712, 714,
715, 717, 718, 719, 721, 722, 723, 724, 725, 730, 731,
732, 733, 736, 737, 738, 739, 740, 742, 743, 744, 745,
746, 748, 749, 750, 751, 755, 757, 759, 760, 761, 762,
763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773,
774, 775, 776, 777, 778, 780, 781, 782, 783, 784, 785,
786, 787, 788, 791, 792, 793, 794, 798, 799, 800, 801,
802, 806, 813, 816, 817, 818, 820, 821, 826, 827, 831,
832, 835, 837, 838, 839, 843, 844, 845, 848, 849, 850,
851, 857, 858, 863, 864, 865, 867, 868, 869, 870, 872,
873, 877, 878, 879, 882, 883, 884, 885, 887, 888, 889,
891, 893, 899, 900, 901, 905, 906, 907, 908, 911, 912,
915, 916, 918, 919, 920, 921, 923, 924, 925, 926, 927,
928, 929, 931, 932, 933, 936, 939, 940, 941, 942, 943,
944, 947, 948, 949, 951, 955, 956, 957, 958, 960, 961,
962, 963, 972, 973, 974, 976, 977, 978, 979, 984, 988,
989, 990, 991, 1017, 1018, 1023, 1024, 1025, 1026,
1038, 1039, 1049, 1050, 1051, 1052, 1054, 1055, 1058,
1059, 1060, 1061, 1062, 1063, 1064, 1065, 1069, 1070,
1071, 1073, 1074, 1075, 1078, 1082, 1083, 1086, 1091,
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1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109,
1110, 1111, 1112, 1113, 1195, 1196, 1202, 1203, 1205,
1208, 1211, 1212, 1215, 1217, 1218, 1219, 1220, 1221,
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1246, 1248, 1250, 1252, 1253, 1254, 1257, 1258, 1259,
1261, 1274, 1275, 1279, 1281, 1282, 1283, 1284, 1285,
1290, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1301,
1302, 1303, 1310, 1311, 1313, 1314, 1315, 1316, 1317,
1318, 1321, 1324, 1325, 1328, 1333, 1334, 1336, 1338,
1339, 1341, 1346, 1347, 1348, 1375, 1376, 1377, 1379,
1380, 1388, 1389, 1390, 1393, 1397, 1398, 1399, 1407
Coursey, Thomas 1090, 1409, 1547, 1579, 1706
Coward, Richard 1839
Cowely, Samuel 19
Cowper, Willis 1660
Cox, James 1444
Craig, Robert 13
Crap, James Lilly 88
Cravath, Lemuel 871
Craycraft, Ignatius 1849
Crisall, John 1197, 1829
Crockett, John 1622
Crooke, Heriot 677
Cummings, Robert 462, 856, 1320, 1618, 1665, 1760
Dallam, Richard 1795
Dashiell, George 894, 895, 896, 897, 898, 917
Dashiell, John 1430
Dashiell, Joseph 1127, 1431, 1969
Dashiell, William 894, 895, 896, 897, 898, 917
David, John 1720
Davidson, John 789, 825, 1229, 1699, 1728
Davis, Edward 48
Davis, Jesse 1384
Davis, Richard 1178
Davis, Robert 38
Dawson, Thomas 549
Deakins, Francis 1498, 1928
Deakins, William 1734
Deakins, William, Jr. 1512
Deale, Thomas 1188
Deams, Frederick 1514
Dean, Hugh 1450, 1510, 1548
Deards, William 1122
Delegates In Congress 323
Dennis, R. 5
Denny, Robert 343, 403, 404, 405, 406, 1115, 1180, 1982
Dent, John 495, 602
Dent, Thomas 572, 1467
Dickens, Thomas 1381
Dickerson, Joshua 735
Dickerson, William 754
Digby, John 520
Disney, James, Jr. 797
Donald, Robert 538
Done, John 1127
Done, Robert 1127
Done, Sarah 1651, 1654
Dorsey, Daniel 1008
Dorsey, John 441, 517
Dorsey, Joshua 544
Dorsey, Thomas 49, 468, 492, 517, 530, 531, 1739
Downes, Henry 617
Doyle, Adam 1810
Doyle, Thomas 1840
Dreadon, Samuel 1773
Duckett, John 671
Dugan & Clopper 938
Dugan, Cumberland 871
Duvall, Gabriel 16, 42, 103, 366, 427, 514, 534, 606, 615,
708, 809, 823, 824
Earle, Joseph 450, 1204
Edelen, Christopher 1030
Eden, Robert 30
Edgerly, Edward 77, 1645
Ellicott, Jonathan 1350
Elliot, Thomas 692
Elliott, Thomas 876
Elton, Dorothy 1857
Ennalls, John 237
Ennalls, William 1959
Evans, John 959
Evans, Nathaniel 847
Ewing, Nathaniel 50
Ewing, Thomas 643
Fairbrother, Francis 570
Fallin, Daniel 1673
Fanning, Thomas 1192, 1949
Faw, Abraham 1664, 1721, 1767
Feddeman, Philip 123
Fenwick, Ignatius 1870, 1947
Ferris, Eugene 1908
Fitzhugh, George 410
Fitzhugh, William 1968
Forbes, John 967
Ford, Benjamin 1549, 1580, 1882
Ford, George 1189, 1210
Ford, James 1787, 1789, 1791, 1792, 1794
Ford, William 1771
Forman, Ezekiel 1858
Forrest, Uriah 726
Fox, Edward 1700, 1742, 1873
French, Henrietta 1733
Fulford, John 120, 904

4. Discussion Outline Archives Policy Matters

- a. Refer to draft of letter to the Attorney General requesting an opinion on the extent to which the Hall of Records has responsibility for public records that have found their way into private hands.

Query: What does the Commission feel our policy should be?

Recommendations:

- a. That we accept microfilm in lieu of originals unless
 - b. in the opinion of the subcommittee on the purchase of manuscripts they warrant purchase by the state or unless
 - c. the records in question can be shown to have been stolen from the archives or a public agency in which case appropriate legal action should be taken
- b. Refer to xerox of Article 54 as it pertains to Archives and Records Management

Query: Ought not the Archives law be clarified with respect to the responsibility of the Hall of Records for all public records of permanent historical or administrative value?

Recommendation:

Article 54, Section 3 be amended to remove the word early from the mandate of the Hall of Records Commission



GEORGE R. LEWIS
SECRETARY

STATE OF MARYLAND

DEPARTMENT OF GENERAL SERVICES

HALL OF RECORDS

P. O. BOX 828
ANNAPOLIS, MD. 21404
TELEPHONE: 267-5915

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

October 14, 1976

The Honorable Francis B. Burch
Attorney General of Maryland
Office of the Attorney General
One South Calvert Building
Baltimore, Maryland 21202

Dear Mr. Burch:

In 1971 the then Clerk of the Court for Frederick County, Ellis C. Wachter, secured a writ of replevin from the Superior Court of Baltimore City, which when served on John Mason Rudolph, Jr., a Baltimore manuscript dealer, resulted in the confiscation of records purportedly the property of the Frederick County Court. Five hundred and twenty of the items replevined are now in the custody of the Hall of Records and the dealer would like them back. They are all court records with inclusive dates of 1747-1861 and have a market value of anywhere from \$260-\$780. We cannot prove that the records in question were in the Frederick County Court House prior to 1935, although we can easily establish them to be public records as defined by article 54, section 8: "original papers, official books, records, documents or files"

The return of the records to the claimant Rudolph hinges on whether or not the Hall of Records has jurisdiction over the public records of Maryland regardless of where they are to be found, and if the Hall of Records does have jurisdiction, what its responsibilities are with respect to those records. I would like to request a formal opinion of the Attorney General which would delineate the responsibility of the Hall of Records with respect to the Frederick County Court records claimed by Mr. Rudolph. To what extent does article 54, section 3, apply: "all papers, records, relics, and other memorials connected with the early history of Maryland not required for the necessary operations of any other office, shall be under the supervision of and belonging to the said Commission?" (Early is not defined anywhere in article 54, but 39% of the replevined documents predate April 28, 1788.) Assuming that article 54, section 3 does apply, to what extent does our jurisdiction extend to records that may have passed into private possession prior to the passage of the Hall of Records act, approved March 27, 1935, Chapter 18, Section 87D, Laws of 1935? Finally, if the Attorney General feels that the Hall of Records does have jurisdiction over and a legitimate claim to historically important public records of Maryland, even if they have been sold on the manuscript market, should

The Honorable Francis B. Burch
Attorney General of Maryland

October 14, 1976
page 2

the records in question remain with the Hall of Records and the claimant be reimbursed for the amount that he in good faith paid for the records, or should they be filmed by the Hall of Records as an acceptable substitute for the records themselves and the originals be returned to the claimant?

Your advice in this matter will be greatly appreciated.

Sincerely yours,

George R. Lewis
Secretary

GRL:ECP:st

Enclosures

A Chronological Analysis of the Replevined Frederick County Court
Records now on Deposit with the Maryland Hall of Records

<u>YEAR</u>	<u>NUMBER OF ITEMS</u>	<u>YEAR</u>	<u>NUMBER OF ITEMS</u>
1747	1-2	1799	280-288, 290-292
1748	3	1800	293-299
1749	4-13	1802	300-307
1750	14-27, 30	1803	308-313
1754	28	1804	314-326, 330-331
1755	29	1805	327-329, 332-333
1756	31-32, 34-35	1806	334-346
1757	36-54	1807	347-376
1758	33	1808	377-389
1759	55-60	1809	390-392, 393, 393A, 394-400
1760	61		
1763	62	1810	401-409
1766	63	1811	410-417
1767	64-65	1812	418-437, 439
1768	66	1813	438, 440-448
1769	67-68	1814	449-453
1770	69-105, 162	1815	454
1771	106-108	1816	455-461
1772	109-116	1817	462-466
1773	117-129	1818	467-469
1774	122-137	1819	470-472
1775	138-147	1820	473-475
1776	148-155	1821	476-482
1778	157-161	1822	483-485
1779	163-172	1823	486-490
1780	173-176	1824	491-492
1781	177	1825	493
1783	178-185	1826	494
1784	186-194	1827	495-496
1785	195-198	1828	497-500
1786	199-200	1832	501, 502
1787	201-203	1833	503
1788	204-205	1834	503
1789	206, 206A, 207-208	1835	504
1790	209-219	1836	508, 509
1791	221, 221A, 222-226, 230, 236	1838	506
1792	227-229, 231-232, 233-239	1839	507
1793	240-242	1843	510, 511
1794	243-253	1844	512, 513
1795	254-261	1847	514
1796	262-266	1850	515
1797	267-274	1853	516
1798	275-279	1854	517-518
		1861	519-520

Annotated Code of Maryland

ARTICLE 54.

HALL OF RECORDS.

Hall of Records Commission

Sec.

1. Membership.
2. Supervision and control of Hall of Records; Archivist and other employees; "Land Commissioner" to mean "Archivist."
3. Collection of old records, documents, etc.
4. Seal; rules for governance; acquisitions by gift or purchase.
5. Transfer of certain papers, records and documents.
6. Custody of records of defunct State agencies, etc.
7. Officials authorized to turn over certain records.
8. Destruction of certain records not accepted by Commission; lists thereof.
9. What constitute records under § 8.
10. Programs of record management; retention schedules; duties of Commission.
11. Photographs and other reproductions of records.

Land Patents

12. Purpose of subtitle; rights under existing patents not affected.
13. Definitions, interpretation, construction and severability.
14. Designation of Commissioner; seal; powers and duties of Commissioner generally; nature of proceedings for issuance of patents; summons; perjury; employees.
15. Who may obtain patent; interest not passed, affected or acquired until issuance of patent.
16. Proceeding to obtain patent commenced by filing application for war-

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- rant; certain forms of warrant abolished; contents, signing and verification of application; effect of certain interests; death and substitution of applicant; attorney.
17. Filing and priority of application; contents of warrant; notice of issuance of warrant.
18. Execution of warrant; rules for conduct of surveyors; certificate of survey or resurvey; form and contents of plat; death and substitution of surveyor; charges of surveyor; provisions of Article 91, §§ 1 to 18 superseded.
19. Depositions.
20. Filing of certificates and plats; correction and amendment thereof; valuation of vacant land.
21. Determination by Commissioner whether patent should be issued; certificate of Commissioner.
22. Objections to issuance of patents.
23. Hearings generally.
24. Issuance of patent generally; form and contents of patent.
25. Termination of proceeding to obtain patent; unpaid fees, etc., constitute debt to State; lien therefor.
26. Compliance; vested right or interest not affected.
- 27-44. [Repealed].
- 45-47. [Repealed].
48. Patent not to affect riparian rights, nor issue for land covered by navigable waters.
- 49-52. [Repealed].
53. Copies of record books prior to 1787.

HALL OF RECORDS COMMISSION

§ 1. Membership.

There is hereby created as part of the Department of General Services a Commission to be known as the Hall of Records Commission, which shall be composed of the Secretary of General Services, the State Comptroller, the Chief Judge of the Court of Appeals, the president of the Johns Hopkins University, the president of St. John's College, the president of the

Maryland Historical Society and the president of the board of trustees of the Peabody Institute of Baltimore. The members of said Commission shall serve without compensation. (An. Code, 1951, art. 41, § 148; 1939, art. 41, § 123; 1935, ch. 18, § 87A; 1967, ch. 344, § 4; 1970, ch. 97, § 6.)

Effect of amendment.—The 1970 amendment added “as part of the Department of General Services” and substituted “Secretary of General Services” for “Governor of Maryland.”

§ 2. Supervision and control of Hall of Records; Archivist and other employees; “Land Commissioner” to mean “Archivist.”

(a) *Supervision and control of Hall of Records building.*—The Commission shall have supervision and control of the Hall of Records building and shall have authority to equip and furnish the said building and to preserve and repair the records, documents and archives placed under its supervision, the cost of same to be paid for out of any funds which may hereafter be appropriated for that purpose.

(b) *Archivist and other employees.*—The Commission shall appoint a competent, qualified person, to be known as Archivist, who shall have charge of the active management of the building and its contents; provided that the Commission shall allot and designate a portion of the building for the use of the Land Office. The Commission shall employ such assistants, clerks and other employees as may be necessary for the work of collecting, repairing, indexing, copying, filing and preserving the records, documents, papers, books and other data under the jurisdiction and supervision of the Commission. The Archivist, his assistants, clerks and other employees shall receive such salary or compensation as may be recommended by the Commission and provided in the budget.

(c) *Meaning of “Commissioner of the Land Office” or “Land Commissioner”.*—The words “Commissioner of the Land Office” or “Land Commissioner” as used in this Code shall be construed to mean the Archivist appointed pursuant to subsection (b). (An. Code, 1951, art. 41, § 149; 1939, art. 41, § 124; 1935, ch. 18, § 87B; 1936, Sp. Sess., ch. 81; 1967, ch. 344, §§ 2, 4.)

Works Board not required to use facilities for Land Office in Hall of Records indefinitely.—While this section required the Records Commission to furnish office space for the Land Office in the Hall of Records, so long as the Works Board desired the Land Office to remain in that location, there is absolutely nothing in this statute which requires the Board to use such facilities indefinitely. *Magruder v. Hall of Records Comm’n*, 221 Md. 1, 155 A.2d 899 (1959).

§ 3. Collection of old records, documents, etc.

It shall be the duty of the Commission to have collected 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, and to have said documents, records and material properly repaired, filed, indexed, preserved and, when deemed desirable, copied and/or edited and pub-

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lished; to encourage historical investigation and research in the history of the State. All papers, records, relics and other memorials connected with the early history of Maryland not required for the necessary operations of any other office, shall be under the supervision of and belong to said Commission. (An. Code, 1951, art. 41, § 150; 1939, art. 41, § 125; 1935, ch. 18, § 87C; 1967, ch. 344, § 4.)

§ 4. Seal; rules for governance; acquisitions by gift or purchase.

The Commission shall have power and authority to adopt a seal for its official use and business, to adopt rules for its own governance and to determine the type and character of records, documents, publications and other data which it will accept or receive for safekeeping.

The Commission shall have power to acquire by gift, or to purchase with any funds appropriated or given to it for that purpose, any records, documents, publications or other material which it may deem worthy of preservation. (An. Code, 1951, art. 41, § 151; 1939, art. 41, § 126; 1935, ch. 18, § 87D; 1967, ch. 344, § 4.)

§ 5. Transfer of certain papers, records and documents.

(a) *Papers, records and documents made prior to 1788.* — Papers, records and documents, now in the courthouses of this State, which were made prior to April 28th 1788, the date of the adoption of the Constitution of the United States by the State of Maryland, shall be transferred as soon as practicable after June 1, 1945, to the Hall of Records Commission, which is hereby made the official custodian of such papers, records and documents, with full power to certify the same as provided in § 7. Every clerk of court, register of wills, or other public official, now having custody of said papers, records and documents, is hereby directed to transfer the same to said Hall of Records Commission and upon making such transfer, every such clerk, register of wills or other official is hereby relieved from any duties or responsibilities in connection therewith.

(b) *Records, etc., formerly in custody of Commissioner of Land Office.* —The Hall of Records Commission shall also be the official custodian of all records of the court of chancery, including all ante-Revolution papers formerly in that office, and all other records, books, relics and memorials formerly in the custody of the Commissioner of the Land Office, except warrants, surveys, caveats, patents, and other records relating to proceedings for the issuance of patents. Copies of all items so transferred may be made and certified with the same effect as provided in subsection (a). (An. Code, 1951, art. 41, § 152; 1945, ch. 248; 1967, ch. 344, §§ 2, 4; 1968, ch. 43.)

§ 6. Custody of records of defunct State agencies, etc.

The records of all State agencies, boards and commissions which hereafter are abolished or otherwise cease to function shall be transferred

to the custody of the Hall of Records Commission unless otherwise directed by law. (1956, ch. 79; 1967, ch. 344, § 4.)

§ 7. Officials authorized to turn over certain records.

Every State, county, city, town or other public official in the State in custody of public records or documents is hereby authorized and empowered, in his discretion, to turn over to the Commission and deposit for preservation any original papers, official books, records, documents, files, newspapers, printed books, or portraits, not in current use in his office, and when so surrendered, and accepted by the Commission, copies may be made and certified under the seal of the Commission upon application of any person, which certification shall have the same force and effect as if made by the officer originally in charge of same, and the Commission shall charge for such copies the same fees as such office is allowed by law to charge, which fees shall be accounted for and paid into the State treasury.

Whenever any land records of any court have been turned over to the Commission and deposited with it for preservation and so accepted by it, the Commission is hereby authorized and directed upon the written application of the clerk of the circuit court for any county or the clerk of the Superior Court of Baltimore City and with the written approval of a judge of said court, to make photostatic or photographic reproductions of such land records, the expense thereof to be borne by the Commission; and such photostatic or photographic reproductions, when so made and certified under the seal of the Commissioner, shall be deposited by the Commission in the office of the clerk of the court making said application and said reproduced land records when so deposited shall be entitled to the same legal force and effect as the original land records from which such reproductions were made. (An. Code, 1951, art. 41, § 153; 1939, art. 41, § 127; 1935, ch. 18, § 87E; 1945, ch. 896; 1967, ch. 344, § 4.)

Cross references. — As to deposit of county code with Hall of Records Commission, see article 25, § 32A. As to deposit of copy of municipal code with Hall of Records Commission, see article 23A, § 8B. As to filing with Hall of Records copies of reports of State officers, boards, etc., see article 40, § 53.

§ 8. Destruction of certain records not accepted by Commission; lists thereof.

If the Commission shall decline to accept any original papers, official books, records, documents or files offered to it under the provisions of § 7, then the custodian thereof, with the written approval of the Board of Public Works, is authorized and empowered to destroy the same. After such records are destroyed, the custodian thereof shall file with the Hall of Records a list of all papers, books, documents and files destroyed and a certificate of destruction. Such lists shall be retained in the custody of the Archivist and shall be available at reasonable times to inspection by the members of the public. Nothing in this section shall authorize the

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destruction of (a) papers, books, documents or files which have been in custody for a period of less than three years or such other period as may be expressly prescribed by statute, (b) public records expressly required by statute to be maintained permanently, except in those cases where the original record has been photographed, photocopied, or microphotographed in accordance with the provisions of § 11 of this article, provided that the copy or reproduction of the original record be available upon request in the same manner as the original record, (c) permanent books of account, (d) the records of any court of record in this State, (e) the land records recorded by the respective clerks of the circuit court for the several counties and the clerk of the Superior Court of Baltimore City; but old records of which accurate transcriptions have been made and placed in use, under the terms of Article 26, § 17, and the "housekeeping" records or the records of internal management of the offices of clerks of court and registers of wills shall not be considered "records of a court" for the purpose of this section and §§ 9 and 10 and shall be subject to disposal as described above, provided, however, that the books, accounts, and records pertaining to the financial operations of any agency or department, officers, boards and commissions of the State of Maryland, and of all the clerks of courts, registers of wills, and all collectors of the State taxes of the State of Maryland, including the City of Baltimore, insofar as they affect the collection of State taxes, shall not be destroyed until such time as the requirements of Article 19, §§ 29 to 34, inclusive, relating to the audit of such books, accounts and records by the State Auditor, shall have been complied with. (An. Code, 1951, art. 41, § 154; 1941, ch. 825; 1949, ch. 755, § 127A; 1953, ch. 437; 1956, ch. 82; 1967, ch. 344, § 4; 1968, ch. 43.)

§ 9. What constitute records under § 8.

For the purposes of § 8, the following types of material shall not be considered "records": printed books, magazines, newspapers and other library or museum materials made or acquired for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, stocks of publications, acceptances or refusals of invitations or engagements and other personal business of public officers. From time to time the Hall of Records Commission may further designate categories which may be included within the definition of "nonrecord material." And such nonrecord materials may be disposed of by the custodian when he shall deem them to be no longer necessary for the operation of his office. (An. Code, 1951, art. 41, § 155; 1949, ch. 755, § 127B; 1967, ch. 344, § 4; 1968, ch. 43.)

§ 10. Programs of record management; retention schedules; duties of Commission.

(a) *Programs and schedules.*—It shall be the duty of each State agency to develop a continuing program for the economical and efficient manage-

ment of its records, including the establishment and/or revision of record retention schedules, in order to insure prompt and orderly disposal of records not required by the operations of the agency. Prior to becoming operative all such retention schedules must receive the approval of the Hall of Records Commission, but schedules providing for the destruction of records must also receive the written approval of the Board of Public Works.

(b) *Duties of Commission.*—It shall be the duty of the Hall of Records Commission to further the aforesaid program; to inspect the records and records management practices of all State agencies, boards and commissions; to review proposals for the purchase or rental of record equipment, storage space and services, including the microfilming and photocopying of records, and to make recommendations thereon to the Department of Budget and Procurement or to the Board of Public Works, as appropriate. (An. Code, 1951, art. 41, § 156; 1949, ch. 755, § 127C; 1953, ch. 436; 1967, ch. 344, § 4.)

§ 11. Photographs and other reproductions of records.

(a) *In general.*—Whenever any agency, department, board, or commission of the State of Maryland or of any county or incorporated municipality thereof shall have photographed, photocopied, or microphotographed all or any part of the records kept by it or under its control in a manner and on film or paper that complies with the standard of quality approved for permanent photographic records by the Hall of Records Commission, and whenever such photographs, photocopies, or microphotographs shall be placed in adequately accessible containers and provision made for preserving, examining, and using the same in a manner approved by the Hall of Records Commission, the head of such agency, department, board, or commission may, with the approval of the Archivist of the Hall of Records under the provisions of § 8, of this subtitle, cause the original records from which the photographs, photocopies, or microphotographs have been made, or any part thereof, to be disposed of as the law provides.

(b) *Effect of originals; admission in evidence.*—Photographs, photocopies, or microphotographs of any records photographed, photocopied, or microphotographed as herein provided shall have the same force and effect as the originals thereof would have had, and shall be treated as originals for the purpose of their admissibility in evidence. Certified or authenticated copies of such photographs, photocopies, or microphotographs or enlargements thereof shall be admitted in evidence equally with the original photographs, photocopies, or microphotographs. (An. Code, 1951, art. 41, § 157; 1949, ch. 518, § 127D; 1967, ch. 344, § 4; 1968, ch. 43.)

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Program Performance-Introduction:

- A. The State archival program includes the collecting and servicing of governmental, institutional and private records deemed to have permanent historical or administrative value and performance of certain additional functions which are carried out as adjuncts to, or as a consequence of custody of these records, including:
 1. The collection or acquisition of records of permanent value requires the following: locating and evaluating the records, providing for their transfer, cleaning, arranging, and accessioning. If it is not feasible to transfer the original records to the Hall of Records, microfilm copies (negatives) are made for security purposes, which the Archives Division catalogues and makes accessible through interlibrary loan of circulation duplicates.
 2. The servicing of records, that is making them available for use, through the employment of skilled professional staff who:
 - a. prepare guides, catalogues, calendars, lists and indexes to the records including guides to an extensive collection of security copies of records on microfilm.
 - b. repair, restore, and, in some cases, bind records so that researchers are able, wherever possible, to use the original source
 - c. help researchers at the Hall of Records, by mail, or, if necessary, by telephone
 - d. through the use of photostat, xerox, and microfilm equipment, furnish copies of records at a reasonable fee.
 3. Maintaining a library consisting of works of general reference, Maryland history or relating to archival and records management administration.
 4. Compiling, editing, publishing, and distributing the MARYLAND MANUAL.
 5. Collecting and cataloguing the current, past publications of all state agencies, resulting in the publication of a monthly list and biennial compilation of State Documents Received at the Hall of Records.
 6. Collecting and cataloguing county and municipal codes.
 7. Furnishing, at cost, microfilm and photostat services to the General Assembly and to agencies of the Executive and Judicial branches of the State.

Program Performance-Introduction (continued)

8. Through its nationally acclaimed archival intern program, periodic conferences on Maryland history, and numerous publications, including the "Bicentennial Bulletin," Maryland, A New Guide to the Old Line State, and Proceedings of the First Conference on Maryland History, stimulate interest in Maryland history, and concern for preserving Maryland's priceless record heritage.
9. Undertaking special tasks, such as the preparation and publication of special studies in Maryland history, and supervising archival research and indexing projects, the funding for which in whole or in part ^{comes} from other Hall of Records appropriations. For example, in fiscal years 1975 and 1976, the Hall of Records received a total of \$114,358 from the National Endowment for the Humanities. The two-year grant is for research on a History and Biographical Directory of the Maryland Legislature between 1635 and 1789. The two volumes of biographical sketches will be published in 1977 by The Johns Hopkins University Press.

B. Under the provisions of Chapter 915, Laws of 1976, the State Archivist, independent of his archival responsibilities is designated as Commissioner of Land Patents and assigned the duties and responsibilities of issuing land patents and conducting caveat hearings, which were formerly vested in the Commissioner of the Land Office. When acting in such capacity, the Archivist acts independently of the duties and responsibilities imposed upon him as Archivist.

	<u>Actual 1975</u>	<u>Actual 1976</u>	<u>Estimated 1977</u>	<u>Estimated 1978</u>
Warrants Issued:	5	3	3	5
Caveats Filed:	5	5	5	5
Caveat Hearings:	1	2	2	1
Patents Issued:	3	1	1	1
Abandoned Applications for Warrant to Survey:	3	1	1	3
Subdivision Plats Recorded:	2,774	2,511	2,500	2,500
Cash Receipts for Land Patent Transactions:	\$12,830	\$8,074	\$8,000	\$8,000

Program Performance-Statistics:

As the State agency responsible for providing information and professional assistance to agencies and individuals studying Maryland history, the Hall of Records Commission, Archives Division, has been especially affected by the increased interest in history generated by the National Bicentennial celebration. As a result, demand for archival services has risen dramatically. This accentuation of demand in FY1976 and FY1977 should not, however, obscure the long run trend of growth in demand for archival services which began a decade ago and will continue to affect the Archives long after the Bicentennial Era (1976-1989) is over.

<u>DEPARTMENT</u>	<u>FY 1975</u>	<u>FY 1976</u>	<u>PERCENTAGE INCREASE/ (DECREASE)</u>	<u>ESTIMATED FY 1977</u>	<u>ESTIMATED FY 1978</u>
<u>Total General Fund Revenue (exclusive of Land Patents)</u>	\$23,822.84	\$26,366.98	10.7%	\$30,000	\$33,000
<u>Records Appraisal & Transfer (Dept. 01)</u>					
-cu. ft. of records transferred to warehouse storage	2,000	8,440	322%	8,440	5,668
-cu. ft. of records described on preliminary inventory	2,000	4,102	105.1%	4,102	8,202
<u>Processing & Description (Depts. 02,05,07)</u>					
-Subdivision plats recorded-number	2,774	2,511	(9.5%)	2,600	2,700
-Original records accessioned-cu.ft.	387	312 1/2	(19.3%)	350	1,000
-Microfilm accessioned-no. reels	118	6,349	5,280.5%	8,651	300
-Reference library books accessioned-no.	720	771	6.1%	780	800
-Loose papers item inventoried	-	29,669	n/a	15,010	15,000
<u>Records Preservation (Depts. 03, 04)</u>					
-Pages laminated	23,437	48,743	108%	33,000	35,000
-Pages deacidified only	967	1,168	20.8%	1,200	1,200
-Books bound and repaired	40	20	(50.0%)	20	20
-Plats and map repaired or encapsulated	86	101	17.4%	100	100
-Microfilm-images taken	30,363	16,533	(45.6%)	25,000	30,000
<u>Reference Services (Depts. 04, 06)</u>					
-Researchers-no.	7,613	10,514	38.1%	11,497	12,480
-Records Circulated-no.	50,886	51,740	1.7%	56,565	83,366

Program Performance-Statistics (continued)

<u>DEPARTMENT</u>	<u>FY 1975</u>	<u>FY 1976</u>	<u>PERCENTAGE INCREASE/ (DECREASE)</u>	<u>ESTIMATED FY 1977</u>	<u>ESTIMATED FY 1978</u>
<u>Reference Services (Depts. 04, 06)</u>					
-Microfilm reels circulated on loan	41	65	58.5%	80	1,200
-Mail inquiries answered-no.	4,202	3,885	(7.5%)	3,500	3,500
-Search Fee Revenue (10 Months only)	—	2,990		3,600	3,600
<u>Photoduplication (Dept. 09)</u>					
-Photostat & projection print pages	15,438	16,467	6.7%	16,500	16,500
-Reels of new microfilm produced (@1,000 per role)	30	17	(56.7%)	200	200
-Reels of security microfilm duplicated for circulation	155	1,274	722.5%	700	700




Publications (Dept. 10)

-SEE: Following graph which depicts the status of all current publications (since FY 1975). Graph begins in the year in which publication funds were obtained or appropriated. Graph also contains projections for new publications, funding for which is requested in the FY 1978 budget.

NOTE: The statistics provided here summarize a more detailed breakdown prepared monthly and accumulated annually in the Hall of Records Fiscal Year and Annual Reports.

Publications (Dept. 10) continued:

	FY 75	FY 76	FY 77	FY 78	FY 79
<u>Maryland. A New Guide to the Old Line State</u>					
<u>Proceedings of the First Conference On Maryland History</u>					
<u>A Guide to the Public Records of Baltimore City</u>					
"Charles Carroll of Carrollton's 'Remarks on the . . . Constitution'"					
<u>A Guide to the Hall of Records, Part I. Microfilm County Records (Allegheny-Baltimore)</u>					
<u>A Guide to the Hall of Records, Part II. Microfilm County Records (Calvert-Howard)</u>					
<u>A Guide to the Hall of Records, Part III. Microfilm County Records (Kent-Worcester), (State Agency Records)</u>					
<u>The Decisive Blow is Struck (a facsimile edition of the Maryland Constitution of 1776)</u>					
<u>Maryland Manual, Supplement and 1977-1978</u>					
<u>State Documents Received (biennial)</u>					
<u>Bicentennial Bulletin (monthly)</u>					
<u>1776: The Year of Decision in Maryland</u>					
<u>A Biographical Dictionary of Maryland Legislature, 1635-1789 (2 volumes)</u>					
<u>A Narrative and Analytical History of the Maryland Legislature, 1635-1789 (3 volumes)</u>					

 Solid: Completely funded by Hall of Records General Fund Appropriation
 Vertical Lines: Publication partially funded from Hall of Records General Fund Appropriation
 Diagonal Lines: Published without use of Hall of Records General Fund Appropriation

Maryland Hall of Records
1976 Summer and Continuing Archival Internship Program

Ten persons representing four institutions of higher learning in Maryland participated in the Hall of Records' Summer Internship Program in 1976. The interns were:

Cathy Craig	St. John's College
Russell Green	Frostburg State College
Sarah Heron	University of Maryland
Gregory Kuzbida	University of Maryland
Robin Mazurkiewicz	Anne Arundel Community College
Mary O'Neil	University of Maryland
Robin Rogers	University of Maryland
Pat Acree	Supervisor, University of Maryland
Christopher Allen	Supervisor, formerly St. Mary's College
Mary Donaldson	Supervisor, University of Maryland

The three supervisors had participated in our Continuing Internship Program over the past year, gaining considerable expertise on the two projects we planned for the summer interns. The seven interns were selected from a pool of 47 applicants, with the final decision being made by a panel consisting of Dr. Papenfuse, Dr. Stiverson, Professor Walter Rundell, University of Maryland, Professor Julie Jeffrey, Goucher College, Professor Bradley, Salisbury State, Mrs. J.M.P. Wright, Historic Annapolis, Inc., and Mary Donaldson, University of Maryland. The fourteen finalists were asked a variety of questions by the panel members which were designed to establish their interest in archival work, their willingness to work with others under close supervision, and their ability to ✓ comprehend eighteenth-century handwriting. The panel members scored each candidate on a scale of one to twenty, with the finalists being determined by a tally of all the scores.

The successful candidates commenced their nine-week internship on June 28. Their time during the summer was divided between two projects and one day each week assisting in the public search room. The first project involved accessioning our massive backlog of county records on microfilm. Working under staff archivists Susan Collins and Dorothy Keith and supervisor Christopher Allen, the interns quickly mastered the techniques for accessioning film and far surpassed the goals we projected for the summer. By the time the internship ended, 12,773 reels of security microfilm from twenty counties had been accessioned, broken down as follows:

Baltimore	1722	Howard	627
Calvert	341	Kent	197
Caroline	193	Montgomery	2741
Carroll	519	Prince George's	2205
Cecil	295	Queen Anne's	280
Charles	247	St. Mary's	324
Dorchester	323	Somerset	217
Frederick	595	Talbot	400
Garrett	179	Washington	275
Harford	570	Wicomico	523

Without the assistance of the interns this summer, our backlog of unaccessioned microfilm would have continued to increase because of inadequate permanent staff to devote to this important project. Because of the interns, we can now immediately begin compilation of the first of our county guides to our microfilm holdings, which will greatly expand our references services to people throughout the state.

The second project undertaken by the summer interns was completing the item inventory to our Revolutionary War papers begun by the summer interns in 1975. Over 8,500 items remained to be inventoried, and all were completed by

the end of the summer. While the final items were being inventoried, those that had already been completed were edited prior to being typed on our in-house text editing system. The majority of the editing was done by supervisors Mary Donaldson and Pat Acree, but one intern showed particular ability at editing and spent much of the summer engaged in that activity.

Each of the interns worked one day each week in the public search room, learning the types of records we circulate and assisting in reference and retrieval services. Their presence was welcomed by our regular staff, as they helped ease the pressure on days of heavy demand by the public.

One new facet of our Summer Internship program was a pilot project employing a high school student in the photoduplication lab. Marc Foster, a senior at Friend's School in Baltimore, was selected as the intern. Marc had no previous experience working with the specialized equipment in the photo lab, but he quickly learned to use the Itek 400 photostat camera, the projection print device, the Xidex machine, and the microfilm camera. He also helped sort and mail out photoduplication orders and loaded carts of materials in the stacks in preparation for their being photostated. Marc's performance was outstanding and all of the employees in the photo lab were pleased with the assistance he rendered during the summer.

In short, the 1976 Summer Internship Program at the Hall of Records was once again most successful. The increased number of applicants for this year's program demonstrates the growing awareness of college students throughout the state of the usefulness of spending the summer here at the Hall of Records, and the larger pool of potential interns has enabled us to select consistently high-quality persons for the positions we have available. Because the professional staff at the Hall of Records has been

frozen for the past two fiscal years at the same time that the public demand for reference and retrieval services has expanded enormously has meant that we have come increasingly to rely on interns for processing and description of our holdings. While this is not an ideal way to approach the problem of processing and description in an archives--professional staff is always preferable--the utilization of interns has enabled us to at least not entirely abdicate our responsibility in this critical area. Furthermore, the internship program has become one of our most important educational functions, permitting ten individuals from various institutions of higher learning throughout the state to have intensive instruction in what an archives does and how it serves the public. Through their experience and by what they convey to others in the schools they attend, the image of the Hall of Records has been enhanced and we have made some progress in educating the public to understand what our functions are.

This fiscal year, for the first time, we have funds for a continuing internship program throughout the rest of the year which enables us to hire, on a part time basis, competent editorial and research assistants, who help us maintain a high standard in our publications program. Cathy Craig works Saturdays in the searchroom and one day a week accessioning microfilm. Five trained researchers and keyboard operator will be continued on our Hall of Records part-time payroll, once Federal funds cease in January 1977, to help us prepare biographical sketches of 1500 legislators for publication in 1977.